

Laura Rowland

Trainee sales negotiator

22 Made up Road Glasgow G22 8LL

Tel: 01321 000 7777 Mobile: 07700 333 8888 Email: laura.r@yourmail.com

Personal profile

A target driven graduate with an ability to work under pressure and achieve monthly targets. Proactive in generating business and taking every opportunity to close deals. Excellent customer service skills and able to build rapport and maintain long term business relationships with both buyers and sellers.

Having a great work ethos and fully aware of all current legislation. Presently seeking an opportunity to join a well-respected, nationwide Estate Agency as a trainee sales negotiator.

Academic qualifications

BSc (Hons) Marketing

A' Levels: Maths (B) English (A) History (C)

Areas of expertise

Target driven	Negotiating	Closing sales
Problem solving	Marketing	Negotiating
Administration	IT skills	Communication

Work experience

TRAINEE SALES NEGOTIATOR

Burrows Estate Agents June 2010 - Present

Working alongside experienced estate agents and involved in the sale and purchase of houses, flats and land. Also occasionally involved in managing rented properties for clients.

Duties:

- Registering potential buyers and their requirements.
- Welcoming all clients in a professional friendly, positive and enthusiastic manner.
- Matching clients to suitable properties.
- Liaising with vendors and buyers.
- Arranging and attending viewings.
- Conducting in-depth reviews of clients' financial circumstances.
- Promoting the agencies mortgage and conveyancing services.
- Collecting information about a property, and arranging for photographs to be taken.

Experience and key competencies

Negotiating skills

- Taking time to understand the customer's requirements.
- Able to close a deals quickly.
- Estimating the value of a property.
- Able to manage and maintain on a daily basis all administrative systems and procedures
- Experience of both commercial and residential properties.
- Experience of vetting prospective purchasers or tenants by collecting references and doing credit checks.
- Regularly contacting building societies, mortgage brokers, surveyors and solicitors.

Personal attributes

- Excellent communication skills.
- Positive, pro-active and self motivated.
- Able to work as part of a team and on own initiative.
- Proven ability to work under pressure to achieve monthly targets.
- Punctual and well presented.
- Ability to quickly gain local area knowledge.
- Focusing on exceeding customer expectations.
- Able to work individually or in a team.
- Ability to use own initiative and think outside the box to achieve objectives
- Attention to detail.
- Able to professionally organize a working day and set targets.
- Enjoy a competitive environment.
- High energy levels.
- Can inspire trust and confidence in clients and buyers.

References

Available on request.

Personal

Driving license:	Yes
Nationality:	British
Languages:	Spanish

Copyright information - Please read

© This CV template is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.