

Gary White

Estate agent

AREAS OF EXPERTISE

Residential letting

Property valuations

Sales negotiating

Property lettings

Marketing

Customer service focus

Commercial buildings

PROFESSIONAL

*Diplomas in Residential
Estate Agency
(NAEA)*

PERSONAL SKILLS

Energetic

Positive personality

PERSONAL DETAILS

*Gary White
34 Anywhere Road
Coventry
CV6 7RF*

T: 02476 888 5544

M: 0887 222 9999

E: gary.w@dayjob.co.uk

DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A multi-skilled estate agent with good all-round marketing skills and a solid background in property sales. Very capable with the ability, drive and determination needed to succeed in winning business and creating opportunity. Extensive knowledge of collecting information about a property, estimating its value and then promoting it for sale. An excellent communicator who can relate well with people at all levels and has the flexibility of working well as part of a team or individually.

Now looking for a new and challenging position with a ambitious estate agency.

WORK EXPERIENCE

Estate Agency & Property Letting Firm – Coventry

ESTATE AGENT June 2008 - Present

Using local knowledge when marketing properties to potential buyers or tenants and then negotiating with them on behalf of client. Making sure all properties meet legal and health and safety requirements, i.e. gas safety certificates.

Duties:

- Meeting and greeting clients visiting the offices.
- Telephone sales - taking part in ring out sessions.
- Generating appointments for viewings, mortgage advisors, valuations.
- Negotiating with potential sellers and also buyers.
- General office administration duties: photocopying, filing etc.
- Referring & introducing potential clients to the agencies Mortgage Consultant.
- Following up business leads.
- Preparing professional looking sales brochures and promotional information.
- Liaising by phone, email and letter with solicitors, building societies & surveyors.
- Marketing by phone & letters properties to potential buyers or tenants.
- Projecting a professional image of the agency to the public.
- Visiting vacant and inhabited properties and inspecting them.
- Comparing a property to others in the area then estimating its value.
- Compiling Home Information Packs.
- Pointing out a properties best features to buyers and answering their questions.
- Advising clients on which properties to buy or let.
- Writing up tenancy agreement contracts.
- Commercial awareness and a good feel for the property market.

KEY SKILLS AND COMPETENCIES

- Setting and reviewing performance standards.
- Comprehensive knowledge of property values, law and financing.
- Ability to inspire trust and confidence in clients and buyers.

ACADEMIC QUALIFICATIONS

BSc (Hons) Estate Management

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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