



MICHAEL ANDERSON

Senior Leasing Executive

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SUMMARY

Dynamic Leasing Executive with over a decade of experience in the real estate market, demonstrating a profound ability to drive occupancy rates and enhance tenant satisfaction. Expertise in negotiating lease agreements and managing property portfolios, resulting in increased revenue streams. Proven track record of collaborating with cross-functional teams to implement strategic leasing initiatives that align with organizational goals.

WORK EXPERIENCE

Senior Leasing Executive Urban Realty Group

Jan 2023 - Present

- Developed and executed comprehensive leasing strategies to maximize occupancy across a diverse property portfolio.
- Negotiated complex lease agreements with corporate clients, resulting in a 20% increase in leasing revenue.
- Conducted market analysis to inform pricing strategies and ensure competitive positioning.
- Implemented tenant retention programs, enhancing tenant satisfaction and reducing turnover rates.
- Collaborated with marketing teams to design promotional campaigns that effectively attracted prospective tenants.
- Managed a team of leasing agents, providing training and support to improve performance and compliance.

Leasing Consultant Greenfield Properties

Jan 2020 - Dec 2022

- Assisted in the leasing process by conducting property tours and providing comprehensive information to potential tenants.
 - Maintained accurate records of prospective tenants and lease agreements using CRM systems.
 - Participated in community outreach initiatives to promote available properties and enhance brand visibility.
 - Coordinated with property management to address tenant concerns and maintenance requests promptly.
 - Utilized social media platforms to engage with potential tenants and showcase available properties.
 - Achieved a personal leasing target of 150% of quota through effective sales techniques and customer service.
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EDUCATION

Bachelor of Business Administration, Real Estate Management - University of California, Berkeley

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Lease Negotiation, Market Analysis, Tenant Relations, Property Management, Team Leadership, Strategic Planning
- **Awards/Activities:** Successfully increased occupancy rates from 85% to 95% within one year.
- **Awards/Activities:** Recognized as 'Top Leasing Executive' for three consecutive years at Urban Realty Group.
- **Awards/Activities:** Implemented a tenant referral program that resulted in a 30% increase in new leases.
- **Languages:** English, Spanish, French