



# MICHAEL ANDERSON

## Senior Leasing Manager

San Francisco, CA • (555) 234-5678 • michael.anderson@email.com • www.michaelanderson.com

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### SUMMARY

Dynamic and results-oriented Leasing Manager with over a decade of experience in the real estate sector, specializing in residential and commercial leasing strategies. Proven track record of optimizing occupancy rates and enhancing tenant satisfaction through innovative marketing techniques and exceptional customer service. Adept at negotiating lease agreements and managing tenant relationships to foster long-term partnerships.

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### WORK EXPERIENCE

#### Senior Leasing Manager Urban Realty Group

Jan 2023 - Present

- Directed leasing operations for a portfolio of over 1,500 residential units.
- Implemented strategic marketing initiatives, resulting in a 25% increase in occupancy rates.
- Negotiated lease agreements that maximized revenue while maintaining tenant satisfaction.
- Conducted market analysis to inform pricing strategies and property enhancements.
- Collaborated with maintenance and management teams to resolve tenant issues promptly.
- Trained and mentored junior leasing agents to improve team performance.

#### Leasing Consultant Greenfield Properties

Jan 2020 - Dec 2022

- Assisted in the leasing of commercial properties, achieving a 95% occupancy rate.
  - Developed promotional materials that enhanced property visibility and attracted prospective tenants.
  - Facilitated property tours and negotiations, ensuring a seamless leasing process.
  - Maintained accurate records of tenant applications and lease agreements.
  - Coordinated with property management to address tenant concerns effectively.
  - Utilized CRM software to track leads and manage follow-ups.
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### EDUCATION

#### Bachelor of Science in Real Estate Management, University of California, Berkeley

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Lease Negotiation, Market Analysis, Property Management, Customer Relationship Management, Team Leadership, Financial Analysis
- **Awards/Activities:** Achieved the highest occupancy rate in company history within two years.
- **Awards/Activities:** Recognized as Employee of the Year for exceptional performance in tenant relations.
- **Awards/Activities:** Secured a multi-million dollar lease agreement with a key commercial client.
- **Languages:** English, Spanish, French