

JAY CLARK

Address: Torrance, California 11111

Phone: 123.456.7890 **Email:** resumewriter@email.com

REALTY SPECIALIST

Department of the Army, United States Army Corps of Engineers

Pay Scale and Grade: **GS 9-11** | Citizenship: **US Citizen**

QUALIFICATIONS PROFILE

Highly dedicated, analytical, and results-driven professional, with extensive experience in property acquisition and lease administration across military and civilian settings. Well-versed in identifying viable properties through MLS research, market analysis, and gross rent multiplier (GRM) assessments to optimize investment outcomes. Recognized as a trusted advisor, negotiator, and advocate, with a proven record of success in building long-term client relationships and mitigating financial and legal risks through meticulous due diligence, title verification, and lien research. *Competencies include:*

- Adept at identifying, evaluating, and documenting acquisitions by purchase, lease, easement, permit, and transfer, in addition to assessing the effect of contractual factors on property rights and encumbrances.
- Proficient at reviewing title/deed reports, liens, and encumbrances to find acquisition risks and create mitigation strategies.
- Capable of negotiating purchase terms and coordinating closings while maintaining compliance with applicable federal, state, and local rules.
- Skilled at leveraging unmanned aircraft systems (UAS) in performing structural and aerial inspections of residential and commercial properties to enhance safety and cost efficiency.

PROFESSIONAL EXPERIENCE

REAL ESTATE SERVICES FIRM | 0000 Main Street, Beverly Hills, CA 90210

Real Estate Agent

07/2021–Present

Hours per Week: 40+

Annual Salary: \$XX,XXX

- Maintain close contact with the sphere of influence, social media, and multiple listing services (MLS) to search for potential properties that meet the needs of various clients
- Keenly assess all documentation related to the property, along with contractual obligations affecting the client and/or the client's property
- Review and process client applications, title verification, and potential tenants or grantee proof of funds to vet clients
- Establish positive relations with clients by serving as their trusted advisor, skilled negotiator, committed advocate, and transaction coordinator
- Interpret and apply legal requirements associated with tenancy and property title ownership rights
- Draft and approve tenant leases, including both long-term and month-to-month agreements
- Administer the eviction process by serving lease termination notices and 90-day notice to vacate documents
- Work with potential clients to inspect "as is" properties in disrepair to identify financial costs needed to meet current state and local building codes
- Calculate and assess the fair market value of rental properties using the gross rent multiplier (GRM) formula
- **Facilitated the negotiation of successful purchase terms for a Woodman Avenue property under 45 days, which entailed the following:**
 - **Working with an investor to identify and evaluate income properties in the West Los Angeles area, prioritizing assets with favorable GRM scores**

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- **Researching and inspecting three potential buildings, assessing property conditions, tenant records, and title histories to ensure investment viability**
- **Disqualifying properties with liens and insurance limitations and providing risk management and cost-control insights**
- **Facilitating a mutually beneficial agreement between buyer and seller and offering a letter and intent-to-buy contract**

PRIVATE PROPERTY SERVICES COMPANY | 0000 Main Street, Porter Ranch, CA 91326

Real Estate Agent | Part 107 Pilot

11/2022–Present

Hours per Week: 10+

Annual Salary: \$XX,XXX

- Perform over 25 flight hours to capture angles of residential and commercial housing projects, compile all images and video footage into accessible files to save clients from hiring contractors
- Maintain compliance with Unmanned Aircraft Systems (UAS) regulations outlined in the Federal Aviation Regulations (FAR)/Aeronautical Information Manual (AIM)
- Use personal drones to inspect the support pylons on the Potter Valley Bridge, as well as assist real estate professionals and agency staff such as appraisers, space planners, engineers, attorneys, and cartographers
- Determine the support footings on the ear of Hollywood Hills properties that were inaccessible without a climbing harness to find defects and possible encumbrances with the sale
- Meticulously examine all real estate contracts, inspection reports, and title/deed reports for accuracy and errors
- Organize and stay ahead with schedules during the closing of escrow using customer relationship management (CRM) software and system checks

EDUCATION

Associate of Applied Science, General Studies (05/1998)

Sample Community College | St Mary's City, MD 20686

Associate of Arts, Liberal Arts (05/1991)

Sample City College | Ventura, CA 93003

PROFESSIONAL DEVELOPMENT

California Real Estate License, Active (Valid Until: 08/2027)

State of California

Licensed Airframe and Powerplant (A&P) Technician, Active (Valid Until: 06/2026)

Accredited Aviation Maintenance Training Institution

Part 107 Certificate, 2021

Federal Aviation Administration

Gulfstream G650 Maintenance Initial with Engine Run and Taxi, 2018

Approved Aviation Training Provider

Cessna Citation X Advanced Troubleshooting

Cessna Citation X Maintenance Initial with Engine Run and Taxi

Authorized Aircraft Manufacturer Training Center