





# HAL FEENEY

*NYS REAL ESTATE AGENT*

## CONTACT

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(123) 456-7890   
New York, NY   
[LinkedIn](#) 

## EDUCATION

High school diploma  
JFK Senior High School  
2004 - 2008  
New York, NY

## SKILLS

Detail Oriented  
Teamwork  
Empathetic  
Multi-tasking  
Bilingual (Spanish)  
Flexible

## LICENSE

Real Estate Broker, NYS

## WORK EXPERIENCE

### NYS Real Estate Agent

Gotham Properties

2015 - current / New York, NY

- Offered buyers an unofficial appraisal, and advised them on market conditions, prices, and legal requirements
- Promoted property sales through advertisements and digital campaigns, open houses, and participation in multiple listing services, which increased annual revenue by 9% or more
- Coordinated property closings, and drew up contracts, overseeing signatures and closing details
- Referred clients to an established network of 60+ third parties to assist in legal, financial, and construction matters
- Attended conventions, seminars, and staff conferences to grow knowledge regarding markets and advertising campaigns, participating in 100+ hours per year of continued education
- Delivered promotional presentations to current and prospective clients, and prepared notes and responses to frequently asked questions to streamline meetings

### NYS Real Estate Agent

Brooklyn Group

2010 - 2015 / Brooklyn, NY

- Managed and updated listings of available properties for sale and rent in NYS areas, eliminating sold and rented listings within 24 hours
- Accompanied buyers during property tours and inspections, and advised them on the suitability and value of the property, answering their questions and addressing concerns
- Compared properties with 15-20 similar properties that recently sold to determine competitive market price, communicating details with clients
- Advised sellers on cosmetic changes and additions to properties to increase the value to potential buyers with 60% of homes selling for \$15k or more over the original value
- Designed digital campaigns, advertising flyers, and promotional items to draw in over 40 personal clients

### Sales Representative

Solarwide Energy

2008 - 2010 / New York, NY

- Serviced new and existing accounts by planning work schedule to call on existing or potential sales outlets and other trade factors
- Contributed to 4% of new customer acquisition via outbound sales calls
- Recommended changes in products and service by evaluating energy results and competitive developments
- Resolved customer complaints by investigating concerns, developing solutions, preparing reports, and making recommendations to management for a 12%-increase in customer satisfaction
- Maintained professional knowledge by attending 30 hours of continuing education per year, and reviewed trade publications, established networks, and participated in professional societies
- Submitted activity and results reports to management 4 times per month, including daily call reports, work itineraries, and territory analyses