

# Amina Patel

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## SUMMARY

Motivated and detail-oriented recent graduate with a Bachelor's degree in Business Administration and internship experience in commercial real estate. Proven ability to analyze market trends and support client transactions effectively, aiming to leverage skills in a dynamic brokerage environment.

## EXPERIENCE

### Real Estate Intern

Jun 2022 - Present

XYZ Realty Group, San Francisco, CA

- Assisted in closing deals worth over \$5 million by coordinating property showings and client meetings, resulting in a 30% increase in client satisfaction.
- Conducted market research and analysis that contributed to a 15% growth in prospective client leads.
- Utilized CRM software (Salesforce) to manage client relationships and track property listings efficiently.

### Sales Associate

Jan 2020 - May 2022

ABC Property Management, San Francisco, CA

- Managed a portfolio of rental properties, achieving a 20% increase in tenant retention through effective communication and tenant services.
- Collaborated with the marketing team to develop promotional campaigns that boosted property visibility, increasing inquiries by 40%.
- Implemented property management software (AppFolio) to streamline operations, saving 10 hours per week on administrative tasks.

### Real Estate Assistant

May 2018 - Dec 2019

DEF Commercial Brokers, San Francisco, CA

- Provided administrative support to senior brokers, facilitating the closing of over \$10 million in transactions.
- Maintained property databases and prepared comprehensive market analysis reports that improved decision-making for clients.
- Coordinated open houses and property tours which increased foot traffic by 25%.

## EDUCATION

### Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

## SKILLS

**Technical Skills:** Market Research, Financial Analysis, Negotiation Skills, Client Relationship Management

**Tools & Frameworks:** Salesforce, AppFolio, Microsoft Excel, Tableau