**John E. Tocco**

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**Career Objective:**

To work as an apartment leasing consultant with “Landmark Apartment Trust” and execute responsibilities of marketing and selling residential and commercial apartments to potential clients.

**Summary of Skills:**

* Experience in selling and leasing apartment for residential and commercial purposes
* Complete knowledge of interpreting leasing agreement and judging its compliance
* Ability to communicate precisely with clients and staff both verbally and in writing
* Skilled in finding potential clients, performing background check, and convincing in leasing and selling apartments
* Familiarity with the lated Federal and Local Fair Housing Laws
* Ability to schedule inspection and clients' visits to sites
* Flexible to work on weekends, holidays, and anytime of the day as and when required

**Work Experience:**

Apartment Leasing Consultant

Fine Properties, Inc., Reston, VA

September 2013 - Present

* Greeting prospective clients and arranging visits to showcase apartments
* Marketing vacant apartments on social and print media and inviting applications
* Sorting and processing applications according to clients' needs
* Conversing with attorneys and getting lease agreement prepared
* Maintaining complete information of residents and performing background check
* Providing instruction on use of apartments to clients and ensuring they comply with the agreement
* Collecting monthly payment from residents and issuing them receipt for the same
* Organizing recreational activities for the residents and overseeing maintenance work

Apartment Leasing Consultant

AMR Residential, Reston, VA

May 2012 - August 2013

* Collected necessary documents from prospective clients and verified their authenticity
* Provided furniture, Wi-Fi, and other facilities inside the apartment according to clients' requests
* Maintained logs on maintenance work done in apartments
* Ensured proper register is maintained with calls and visits details of outsiders
* Completed and verified lease paperwork before getting it signed by residents
* Collected and verified applications, and informed clients about approval and denial
* Maintained knowledge development activities taking place in and around neighborhood
* Attended service requests and delegated staff to complete tasks

**Education:**

* High School Diploma
St. Patrick High School, Reston, VA
2010
* Diploma in Marketing
JBG Technical Institute, Reston, VA
2011

**Reference:**

On request.