

Jordan E. Brandt

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(239) 272-8624

Education

Hodges University, Naples, FL., Anticipated Graduation Spring 2009
Bachelor of Science in Business Administration

Hodges University, Naples, FL, November 2007
Associates of Science in Business Administration *magna cum laude*

Experience

Senior Assistant Property Manager, Synergy Real Estate Naples, FL. July 2007 – Present

- Actively involved in assisting the property management team in marketing, advertising, client orientation, tenant screening, accounting, insurance claims, and inspections
- Assisting the team in their day to day functions of managing a growing rental portfolio including the completion of home owner association paperwork, ordering leases, rental and management contracts, and tenant applications.
- Maintaining marketing and advertisement systems and organizational office systems, while continuing to generate and apply new systems designed to improve office synergy
- Help oversee and train the assistant manager

Assistant Property Manager, Synergy Real Estate Naples, FL. June 2006 – June 2007

- Responsible for the organization and coordination of service and maintenance issues pertaining to electrical, plumbing, pest control, appliance repair, roofing, landscaping, and house cleaning
- Directly in charge of the composition of marketing materials, and the placement and organization of advertisements for a company portfolio of 300 + properties
- Created and implemented a new organizational office system, which includes the Digital Property Database and the Digital Key Log
- Responsible for and effectively sustained a better flow of correct information, documentation and inter office communication

Real Estate Sales Associate, South Bay Realty Naples, FL. 2004

- Responsible for assisting potential property owners in the acquisition of real estate by locating property, researching public records, financing, negotiating, submitting offers/counteroffers, and bringing contracts to closing
- Engaged in assisting property owners sell real estate by assisting team members in open houses, working floor shifts, marketing, advertising, showing property, and negotiating offers leading to the sale of the property
- Continuing the educational process of real estate licensing requirements, including continuing education courses, bi weekly staff meetings, company instructional seminars, and in office classroom training sessions

Honors and Affiliations

- Licensed Florida Real Estate Sales Associate
- Nano J Spagna Academic Scholarship
- Deans Honor Roll, International College
- Community School of Naples, Volleyball Coach

Computer Skills

- Excel, Word, PowerPoint, Outlook
- Rent Manager, Sunshine MLS