

Mable Winfield

Real Estate Coordinator

Profile

A Real Estate Coordinator who excels in negotiation, problem solving and multitasking. An expert at designing efficient workflows and systems to streamline processes. Outstanding communication skills with the ability to manage multiple projects simultaneously while meeting deadlines. Proven success working independently as well as part of a team.

Employment History

Real estate coordinator at Andrew Cuomo, New York State

May 2022 - Present

- Increased the occupancy rate of the rental units by 10%.
- Negotiated and renewed leases for 15% below market value on average
- Gradually decreased the number of days vacant units were unoccupied by 5%.
- Instituting a new system which cut turnaround time for potential renters tour requests from 2 weeks to 48 hours or less
- Stringently enforcing late payment penalties resulting in \$2000 extra per month in collected rent

Real estate coordinator at Gina Raimondo, Rhode Island

Sep 2016 - Apr 2022

- Negotiated a 5% discount on commercial lease agreement for new office space, saving the company \$12,500 per year.
- Successfully completed sale of 20 units in local residential property development; units were under contract within 2 months of listing date.
- Arranged financing for 3 major Real Estate purchases totaling \$2.5 million dollars; all transactions closed within 30 days with no issues.
- Managed due diligence process and coordinated inspections for successful multi-million dollar real estate acquisition.
- Early Bird' designation awarded by boss twice in recognition of leasing an apartment complex ahead of schedule by 6 weeks."

Certificates

Certified Residential Specialist (CRS)

Mar 2021

Real Estate Negotiation Expert (RENE)®

Sep 2019

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📍 7711 North 51st Avenue, Glendale, AZ 85301

Education

High School Diploma at Wisconsin High School, Madison, WI

Sep 2011 - May 2016

Interpreting and evaluating source data to make investment recommendations, including market analysis and trends, appraisals, pro forma statements

Links

[linkedin.com/in/mablewinfield](https://www.linkedin.com/in/mablewinfield)

Skills

Property management software

Organizational skills

Scheduling and coordination abilities

Excellent written and verbal communication

Budgeting and finance knowledge

Basic understanding of real estate law

Marketing background

Languages

English

German