

## CURRICULUM VITAE

**NAME:** John Citizen

**ADDRESS:** 50 White Close  
ADELAIDE SA 5000

**CONTACT PHONE NUMBERS:** Home: 08 8000 0000  
Mobile: 0400 00 00 00

**EMAIL:** johncitizen@hotmail.com

**DATE OF BIRTH:** 32<sup>nd</sup> January 1990

**DRIVERS LICENCE:** Car

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### EDUCATION & TRAINING

**PRIMARY:** 1991 – 1993  
Adelaide Primary School

**SECONDARY:** 1993 – 1995  
Adelaide High School

**Senior Graduate Certificate – SACE 1 & 2**

Subjects: English – SAS  
Business Studies – SAS  
Society & Environment – SAS  
Australian Studies – SAS  
Accounting – PES

### **CERTIFICATES & COURSES:**

**2005** **Real Estate Institute of South Australia**  
Real Estate Sales License

**2004** **Real Estate Institute of South Australia**  
Level 1 & 2 in Property Management

**1997** **Business SA (Traineeship)**  
Certificate 3 in Business Administration

**1996** **Business SA (Traineeship)**  
Certificate 2 in Business Administration

# Resume of John Citizen

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## **SUMMARY OF WORK HISTORY:**

|                           |  |
|---------------------------|--|
| February 2003 – Present   | <b>Citizen Real Estate</b><br>Sales Consultant                         |
| June 2000 – February 2003 | <b>Barossa Country Estate Management</b><br>Estate/Property Management |
| November 1995– June 2000  | <b>Burgundy Real Estate</b><br>Property Management Assistant           |

## **PERSONAL CHARACTERISTICS:**

I believe I am a highly organised and dedicated individual who will successfully complete any given task. I enjoy working collaboratively with others in a team environment, or if required, I can also work on an individual basis.

I have excellent oral and written communication skills and pride myself on my flexibility and time management. In conjunction with my high working standards I believe I am an energetic and personable individual with an open mind and an excellent sense of humour. I am also an individual dedicated to achieving results.

## **INTERESTS & ACTIVITIES**

Golf  
Reading  
Music  
Movies  
Health & Fitness

# Resume of John Citizen

## EMPLOYMENT DETAILS

February 2003– Current:

### **Citizen Real Estate**

#### **Position: Sales Consultant**

Prospect for/Perform Appraisals/Listings, Telemarketing, Host Open Inspections, Present Offers, Handle negotiation process for purchase of property until completion, Prepare and attend to the signing of all necessary legal documentation accurately, Maintain frequently and consistent communication with all customers and clients, Database Management, Maintain office marketing cost within budget

#### **Key Achievements:**

The highest listing salesperson for five consecutive quarters, wrote net commissions of \$200,000 in the last financial year

June 2000 – February 2003:

### **Barossa Country Estate Management**

#### **Position: Estate/Property Manager**

Manage Portfolio of 200 Country Estates, Landlord & Tenant Liaison, New Tenants screening and selection, Budgets, Liaisons with Farmhands/Contractors/General Duties, Inspections: Quarterly/Initial and Final, Tribunal Hearings, Show Throughs

#### **Key Achievements:**

Increased the rent role through proactive marketing by 30% in a calendar year

November 1995 – June 2000:

### **Burgundy Real Estate**

#### **Position: Property Management Assistant**

Arrears, Rent Entry, General Maintenance, Contractor, Landlord & Tenant Liaison, Bank Reconciliation, Attend Tribunal Hearings, Conduct Show Throughs, Answering Direct Line Phone Calls, General Administration & Paperwork.

#### **Key Achievements:**

Implemented a set of new forms for prospective tenants to fill out which was much easier to understand and quicker to process

# Resume of John Citizen

## REFEREES:

### **Aaron Citizen**

Principal  
Citizen Real Estate  
0400 000 000

### **James Barossa**

Executive  
Barossa Country Estates  
08 8000 0000

### **Mrs Citizen**

Mum  
Personal Reference  
08 9000 0000