



Emily Harper

Apartment Leasing Agent

CONTACT

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Austin, TX

EDUCATION

Bachelor of Science in Business Administration

University of Texas at Austin, TX

Graduated: May 2025

- Relevant Coursework: Real Estate Principles, Property Management, Business Communication

Certifications

- Fair Housing Certification, Texas Real Estate Commission – June 2025
- Certified Leasing Consultant (CLC) – November 2024

LANGUAGES

- English (Native)
- Spanish (Conversational)

PROFESSIONAL SUMMARY

Motivated and detail-oriented recent college graduate seeking an entry-level Apartment Leasing Agent position at Travis Heights Apartments. Eager to leverage excellent customer service, communication skills, and passion for real estate to assist prospective tenants and contribute to a positive community atmosphere.

EXPERIENCE

Customer Service Intern

2024 - 2024

The Heights at Park West Apartments, Austin, TX

- Assisted leasing agents in processing tenant applications and scheduling apartment tours.
- Answered inquiries via phone and email, providing property details, availability, and pricing information.
- Supported property marketing efforts by managing listings on popular rental platforms and updating online advertisements.
- Assisted in conducting property tours and preparing lease agreements for prospective tenants.

SKILLS

Lease agreement preparation	★★★★★
Customer service and client relations	★★★★★
Property marketing and advertising	★★★★★
Conflict resolution	★★★★★
Basic knowledge of fair housing laws	★★★★★
Time management and organization	★★★★★
Microsoft Office Suite	★★★★★
CRM and leasing software (Yardi, Rentec Direct)	★★★★★

VOLUNTEER WORK

Volunteer Property Assistant

2022 - Now

Austin Habitat for Humanity – Austin, TX

- Assist with tenant outreach and follow-ups during open house events.
- Participate in organizing promotional events to raise awareness about affordable housing options.
- Help manage online applications for prospective tenants.