


Sophia Clark

Luxury Leasing Agent

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 Los Angeles, CA

Professional summary

Driven and personable entry-level leasing agent with a passion for luxury real estate. Seeking to join The Residences at Beverly Hills as a Luxury Leasing Agent. Ready to provide exceptional service to high-net-worth individuals and contribute to the success of a premier real estate firm.

Experience

Guest Services Intern June 2024 - August 2024

The Four Seasons Hotel Los Angeles, Los Angeles, CA

- Provided top-tier customer service to VIP guests and high-profile clients, ensuring their needs were met with care and attention.
- Assisted in property tours and marketing luxury amenities to potential residents, showcasing high-end features and services.
- Worked closely with the sales team to maintain client satisfaction and secure bookings for future events.
- Gained experience in concierge services and upscale client management, helping to coordinate special requests and amenities for high-net-worth individuals.

Education

Bachelor of Arts in Hospitality Management of University of California, Los Angeles, CA

Graduated: June 2025

- Relevant Coursework: Luxury Brand Management, Real Estate Development, Customer Relationship Management

Certifications

- Fair Housing Certification, California Department of Real Estate — February 2025
- Real Estate Salesperson License (California) — Pending, Expected Completion: September 2025
- Luxury Real Estate Specialist Certification — December 2024

Skills

High-end property sales and leasing

Expert

Client relations and negotiation

Expert

Marketing luxury properties

Expert

Attention to detail and problem-solving

Expert

Exceptional communication and interpersonal skills

Expert

Familiarity with real estate market trends

Expert


CRM and leasing software (Appfolio, Rentec Direct)


Expert

Fluent in Spanish

Expert

Awards

 Awarded Top Intern by the Four Seasons Guest Services Department — 2024

 Exceeded Sales Goals for the Spring Semester at UCLA's Real Estate Club — 2023

Languages

- English (Native)
- Spanish (Fluent)
- French (Basic)