



# KULBIR K SRA

19315 Compton Lane, Brookfield, WI 53045, 4147373902, MRSKSRA@GMAIL.COM

## PROFESSIONAL SUMMARY

Successful property management professional with a solid background serving owners and tenants. Manage all property and community needs, including maintenance, finances, and marketing. Attract occupants and meet business targets by keeping buildings and grounds well-maintained.

## SKILLS

- Lease administration
- Maintenance management
- Tenant relations
- Recordkeeping
- Payment collection
- Time management
- Property marketing
- Accounting operations
- Task prioritization

## EXPERIENCE

Licensed Realtor

July 2019 - Current

Shorewest | Brookfield, WI

- Obtained the best possible sales price with exceptional negotiation skills and expert knowledge of the Milwaukee/Brookfield market.
- Negotiated contracts as a skilled representative for either side, obtaining favorable terms for clients and smoothing process.
- Satisfied customers consistently, time and again meeting buyer or seller needs with top-notch properties.
- Prepared documents such as representation contracts, purchase agreements, and closing statements.
- Optimized property prices based on market conditions and current buyer trends.
- Achieved \$1.4 million in sales in 6 months, moving properties quickly and continuously prospecting for new business.

Commercial Property Manager

February 2018 - Current

Brown Deer Mall LLC | Milwaukee, WI

- Adhered to all applicable federal laws, rules, and regulations relating to rental agreements, tenant rights, and maintenance issues.
- Managed all property records, including tenant files, financial accounts, and maintenance histories.
- Assisted marketing personnel with property promotion, leveraging social media, and housing platforms to highlight available rentals.
- Satisfied both tenants and owners, effectively managing relationships and handling routine needs.
- Met occupancy goals with strategic marketing plans.
- Engaged community members through special events and one-on-one support.

Title 1 Teacher

November 2016 - Current

Learning Exchange | Brookfield, WI

- Improved reading/math capabilities of students through a variety of self-selected materials, reading/math programs, and targeted resources.
- Enhanced academic success by directly addressing both educational and behavioral problems impacting students' overall academic achievement.

- Built effective support networks for students, connecting well with parents and administrators.
- Helped struggling students with individualized support and tutoring.

## **EDUCATION**

Real Estate Pre-licensing Certification May 2019  
Shorewest Realtors Real Estate Institute, Brookfield, WI

Masters in Early Childhood Education June 2013  
University of Phoenix, Phoenix, AZ

Bachelor of Arts in Business May 2008  
Georgia State University, Atlanta, GA