



TIFFANY JONES

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Summary

. Results-driven Real Estate Professional with a focus on corporate real estate management, asset management, and project leadership. Adept at managing high-value portfolios, negotiating complex transactions, and driving business growth. Seeking to contribute my expertise in corporate real estate to a dynamic organization.

Skills

- Corporate Real Estate Management
- Portfolio & Asset Management
- Financial & Market Analysis
- Strategic Planning & Negotiation
- Project Lifecycle Management
- Cross-functional Team Leadership
- Risk Mitigation & Compliance
- Microsoft Office Suite & Yardi

Experience

Jones Elite Realty Group | Atlanta, GA
Real Estate Broker/Senior Portfolio Manager

01/2024 - Current

- Spearheaded the sale of a multi-million-dollar commercial/residential real estate portfolio, strategically optimizing market timing to achieve peak returns and exceed client expectations.
- Conducted comprehensive market and financial analyses that directly contributed to a 15% appreciation in portfolio value, enhancing investor confidence.
- Led cross-functional teams, including finance, legal, and operations, to ensure seamless execution of high-stakes transactions and portfolio disposition in the commercial sector.
- Developed and maintained strategic partnerships with commercial/residential investors, corporate clients, and legal advisors to streamline decision-making processes and maximize asset performance.

Sun West Mortgage Company
Mortgage Loan Officer

01/2022 - Current

- Consult with clients to understand their financial goals and originate mortgages
- Build and own a business with team support, maintaining relationships with targeted lenders
- Focus on originating mortgages, completing applications, and ensuring client qualification for specific lender programs

Renters Warehouse
Director of Real Estate Business Development

06/2022 - 10/2022

- Cultivated and maintained relationships with corporate investors and developers, managing acquisitions and dispositions across diverse commercial real estate markets.
- Negotiated high-value residential real estate transactions, aligning deal structures with strategic investment objectives and long-term portfolio growth.

Keller Williams Realty
Buyers Agent/Recruiter

02/2020 - 06/2022

- Participate in conference calls with home sellers, buyers, and potential agents
- Overcome objections, offer solutions, and guide sellers through a hassle-free selling process

HavenBrook Homes
Leasing Coordinator Manager
11/2016 - 01/2020

- Consult customers through the sales process, explaining inspection items, negotiations, and contracts
- Manage customer service calls and facilitate the transition from approved application to signed lease
- Prepare lease-related documentation, negotiate lease terms, and achieve defined performance metrics
- Support and communicate company goals, initiatives, and programs to associates and residents

Education and Training

Merit Global Training
Project Management
10/2024

Sanford Brown College | Atlanta, GA
Associate Of Applied Science in Medical Billing Coding
01/2011

Certifications

- Real Estate Broker, GA, FL, AL, TN, SC, NC
- MLO License,
- Certified Notary Public
- Life Insurance License
- Insurance Producer License
- Personal Lines License
- HUD Housing counseling