

 (648) 862-3455

 carolyn.mcilvain@email.com

 Mandarin, FL

EDUCATION

Bachelor of Science in Real Estate and Urban Development

University of Florida, United States, Gainesville, FL

2010 - 2014

Real Estate Sales Associate License

Florida Department of Business and Professional Regulation, Valid till: July 2025

SKILLS

- Leasing Strategy Development
- Market Analysis
- Lease Negotiation
- Client Relations
- Marketing and Promotion
- Customer Service
- Compliance
- Administrative Support

CAROLYN A. MCILVAIN

NEW DEVELOPMENT LEASING CONSULTANT

PROFESSIONAL SUMMARY

Results-oriented New Development Leasing Consultant with over 12 years of progressive experience in the real estate industry. Demonstrated expertise in managing new development leasing projects, optimizing tenant placement, and enhancing property profitability. Committed to driving leasing success and contributing to the growth of new development projects.

EXPERIENCE

- August 2021 - Now

Senior New Development Leasing Consultant

BF Properties / United States, Jacksonville, FL

- Oversee leasing operations for new development properties.
- Develop and execute marketing campaigns and lease-up programs.
- Collaborate with developers, managers, and marketing teams to create effective plans.
- Ensure compliance with all legal and regulatory requirements.

- October 2014 - August 2021

Leasing Consultant

BF Properties / United States, Jacksonville, FL

- Managed activities for a portfolio of new development and existing residential properties.
- Conducted property tours and provided information on leasing options.
- Negotiated terms and facilitated the process from application to move-in.
- Maintained knowledge of current market conditions and rental rates.

- June 2012 - September 2014

Assistant Leasing Consultant

BF Properties / United States, Jacksonville, FL

- Coordinated property showings and prepared lease agreements.
- Assisted with tenant screening, background checks, and documentation.
- Contributed to the development of marketing materials and outreach efforts.

- Provided administrative support, including maintaining leasing records.