



BRIANNA MARTINEZ

MOTIVATED REAL ESTATE LEADER WITH A
PASSION FOR GROWTH

INFO



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11524 Blue Feather Ct.
El Paso, Texas 79936



Phone

915.691.7914



Email

briannamtz22@gmail.com



LinkedIn

[linkedin.com/in/thebusybri](https://www.linkedin.com/in/thebusybri)

EXPERTISE

- Bilingual - English + Spanish
- Leasing Negotiation
- Lead Tracking
- Occupancy Optimization
- Marketing Strategy
- Cross Collaboration
- Time Management
- Market Analysis
- Performance Reporting

EDUCATION

Texas Real Estate License

Aceable Agent

2023 - Set to complete Dec 2024

College of Nursing

University of Texas at El Paso

2018 - 2020

Certified Dental Assistant + Diploma

Bel Air High School

2014 - 2018

ABOUT

Dedicated to driving leasing and marketing efforts that fuel business success. Skilled in problem-solving, optimizing processes, and improving tenant satisfaction. Known for implementing strategies that boost occupancy and retention. With nearly two years in residential and commercial real estate, committed to excellence, collaboration, and continuous growth. Focused on making an impact in every project.

EXPERIENCE

Leasing & Marketing Director

2023 - present

Jaxon Texas Property Management

Hours: 40+

- Increased occupancy from 87% in March '23 to a 15-year record of 93% in April '24.
- Boosted leasing by 333%, reaching a record 13 closings in Jan '24 (from 3 in March '23), with a steady average of 4-5 per month after.
- Closed a commercial lease in June '24, negotiating terms, coordinating modifications, and managing agreements.
- Streamlined leasing operations using YardiOne, RENTcafe, and VoyagerPlus, improving lead tracking, tenant management, and reducing time-to-lease.
- Improved department processes by introducing monthly metric reports and performance tracking.
- Developed and implemented marketing strategies using [website](#), [text/video ads](#), [social media](#), and listings on Zillow and Rently.com.
- See more skills & experience on my [LinkedIn](#)

Patient Service Specialist

2020 - 2023

Southwest Eye Institute

Hours: 40

- Conducted daily outbound calls to secure, confirm, or schedule various exams and procedures, including post-op, routine, and Lasik appointments.
- Verified insurance and processed payments via InstaMed, cash, or check, ensuring daily transaction balance.
- Assisted in setting up three industry-leading check-in kiosks, creating and implementing processes for an assistant-free check-in experience.

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KEY ATTRIBUTES

- Values Integrity
- Goal Focused
- Collaborative Leader
- Result Driven
- Clear Communicator
- Client Centric
- Detailed Oriented
- Sales Minded
- Strategic Thinker
- Independent Worker
- Accountable
- Self-Motivated
- Market Savvy

INTERESTS



Professional
Growth



Fitness



Traveling



Podcasts



Shows



Talent
Manager

EXPERIENCE CONTINUED

Server

Golden Corral

March 2019 - March 2020

Hours: 25-40

- Ensured guest satisfaction and promoted return visits by following the Eight Steps of Service.
- Aware of the guests' needs and works to make the guests' experience pleasurable.
- Followed safe work practices to ensure personal safety and the safety of other co-workers and guests.
- Performed duty roster and met cleanliness, service, and quality standards & followed local health department laws.

Medical Receptionist

Marquez Medical Supply

Summer 2019

Hours: 15-25

- Generated patient profiles using Kareo, a cloud-based solution that allowed the management of billing, patient collection, and patient engagement.
- Managed incoming requests via emails from clients and answered phone calls in a professional manner.
- Collected all personal, medical, and insurance information from insurance carriers to provide accurate verification of benefits to clients.
- Trained new employees on office procedures, policies, and protocols.

PROFESSIONAL TRAINING | CERTIFICATIONS

Texas Real Estate License - Aceable Agent

Set to complete December 2024

Certified Patient Service Specialist (CPSS)

2022

LinkedIn Skill Assessment badge for Microsoft Word and Outlook

2022

CPR Certification

Valid 2022-2024

References with contact information provided upon request.

Additional professional recommendations can be found at

[linkedin.com/in/thebusybri](https://www.linkedin.com/in/thebusybri)