

Delila Graham

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Professional Experience

Century 21 Scope Realty – Manhattan, NY

Real Estate Agent | Recent

- Conducted property tours and provided expert consultation to clients seeking rental and ownership opportunities.
- Organized and hosted open houses, increasing property visibility and tenant interest.
- Negotiated lease terms and purchase agreements, ensuring favorable outcomes for clients.
- Performed comprehensive market analysis to determine competitive rental pricing and property valuation.

White Glove Community Care, NY

Paraprofessional | 04/2022 – recent

- Delivered personalized behavioral and educational support to students, fostering academic and personal development.
- Assisted in lesson planning and coordinated classroom activities to enhance student engagement.
- Ensured a structured and safe learning environment through proactive supervision and intervention

IPS Security – Bronx, NY

Dispatcher / 03/2019 – 04/2022

- Provided on-site security services for commercial and residential properties, ensuring safety and compliance.
- Conducted routine security patrols and monitored CCTV systems to detect and prevent unauthorized activities. Enforced property policies .

EDUCATION

- **John Jay College of Criminal Justice** – Bachelor of Science (2023 – recent)
- **Borough of Manhattan Community College** – Associate of Arts (2019 – 2023)

SKILLS

- Leasing & Property Management Support
- Market Research & Competitive Analysis
- Contract Negotiation & Client Relations
- Customer Service & Tenant Satisfaction
- Administrative & Organizational Excellence
- CRM & Property Management Software
- Security & Risk Management

Certifications & Licenses

- Licensed Real Estate Agent
- 8-Hour & 16-Hour Security Certification
- Paraprofessional Certification

