



FRANCES M. YUZON

Email Address: frances.yuzon@gmail.com

Mobile: +971 52 745 1028

Dubai, UAE

Visa Status: UAE Residence Visa

“With over 15 years of experience with some of the most reputable organizations in the world i.e. EMAAR PROPERTIES PJSC (Dubai), UDC – THE PEARL QATAR, COUNTRY GARDEN HOLDINGS (China)”

KEY EXPERIENCE:

- Negotiating sales and leasing deals.
- Marketing of real estate (both for residential and commercial)
- Client prospecting and lead generation through various platforms i.e. websites and social media, telemarketing, property portals, property shows and personal networking to expand business reach and opportunities
- Execute administrative duties post sales / leasing activities which include issuing of Letting Agreements, Sales Purchase Agreements (SPA's) and Notice of Assignments (NOA).
- Overseeing property management for clients before and after property handover, including overseeing property maintenance and DLP administration from start to finish
- Acquisition / Resourcing of Properties: Whilst the companies I have worked for are mainly the developers, they were also open to opportunities to acquire new assets outside of their projects whether that's for leasing or for selling (secondary market)
- Due Diligence and Research

SOFT SKILLS:

- Goal-focused and results-oriented
- Attention to detail. Thanks to my piano background, my attention to detail is second to none.
- Trustworthy and reliable. Most of my clients can say this about me which has resulted to my repeat business with them.
- Sociable and very good at dealing with others.
- My negotiation style is based on facts and my personal experience working with investors in the industry. I have the ability to find the middle ground and am able to look at things from the other side's perspective.
- Intuitive and sympathetic. I have the ability to tap into my clients' unexpressed feelings or thoughts which allow me to adjust my approach with them.

CAREER HISTORY:

1. Real Estate Sales (Off Plan & Secondary Market)

August 2024 - Present
Modern Living Real Estate
Dubai, UAE

2. Investment Advisor (Independent)

October 2020 – July 2024
Private Equity / Off Plan Real Estate

I worked as a freelancer in selling real estate projects, mainly off-plan.

On the private equity opportunities, I work mainly with venture capitalists and investors on international real estate projects open for funding.

As a seasoned investment advisor, it is imperative for me to resource the best possible options for my clients and this entails extensive due diligence and vetting of the investments / projects before being presented to them.

3. Residential Leasing Executive

December 2018 – December 2019
Al Ghurair Properties
Dubai, UAE

Reporting directly to the Head of Leasing, I am primarily responsible for corporate deals, corporate leasing, as well as individual rentals.

4. Portfolio Manager (Middle East Market)

July 2015 – December 2018
Country Garden Holdings
Group Johor, Malaysia / Dubai



The Country Garden Holdings Group is a US\$20B Forbes 500 company and is the master developer of the FOREST CITY in Malaysia. I worked side by side with my Director in opening the office in Dubai, implementing the sales strategy and supervising a small sales team.

5. Sales & Leasing Associate (Residential Properties)

Feb. 2013 – August 2014
United Development Company – The Pearl Qatar Island
Doha, Qatar

*The Pearl Qatar Island is a multi-million dollar project that put Qatar on the map.



My daily role revolves in doing presentations and sales pitches to walk-in clients, mainly VIP's, generating leads, and constantly developing customer networks. My productivity is measured upon actual revenue monitored by my line manager and number of happy clients.

6. Executive Assistant to the Owner / Property Manager

June 2009 – August 2012

Ventura Kester Commercial Center (Office Spaces)

Sherman Oaks, California

I worked with an established entrepreneur and was assigned 2 of his commercial properties in the San Fernando Valley area, in terms of property management, directly managing the tenants from receiving applications, tenant screening including credit and background check, rent collection etc. to overseeing the facilities of the property through outsourced service providers.

My employer also owned several residential properties in the distressed areas of South Los Angeles under the Section 8 Program. In between several other duties, I liaised with brokers in sourcing tenants, monitored rental applications, rental payments, occasionally coordinated with LA Housing Authority for verifications and follow ups.

7. Executive Assistant to the Executive Director of Asset Management

Nov. 2005 – Jan. 2008

EMAAR Properties

Dubai



I was directly reporting to the Executive Director (ED) of Asset Management – who was spearheading several departments i.e. Customer Care, Facilities Management, Property Handover, Community Management, and Property Transfer & EMAAR Property Sales (EPS) – now Hamptons.

MISCELLANEOUS INFORMATION:

Born and raised in the Philippines, lived in South Korea (Seoul), the USA, UAE and Qatar. I have a strong work background in the Middle East, specifically in the UAE & Qatar. I have also been able to extensively travel out to several other countries. I am very open-minded, and easily adaptable to any cultural scenario.

Outside of my real estate work, I am also a professionally trained pianist and utilize some of my time in music education and teaching.