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PROFESSIONAL SUMMARY

More than 17 years experience in residential real estate sales/marketing. Additional experience as a Corporate Relocation Specialist. A solid record of achievement in real estate sales, marketing assistance and destination services with a full service relocation company. Effective in building client relationships and providing time critical services in a high volume environment.

PROFESSIONAL EXPERIENCE

CENTURY COMPLETE HOMES 2019 - 2020

Online Sales Consultant

Supported the sales and marketing initiatives of Century Complete Homes.

Responded, qualified and managed eLeads, internet, email, CRM and telephone information request. Over 10.5 million in closed sales Responded quickly to Live Chat inquiries regarding the online home buying process.

SOLID SOURCE REALTY/MAXIMUM ONE REALTY/ATLANTA COMMUNITIES 2006-2020

Real Estate Sales/Marketing

Real estate consulting with potential clients on a referral basis only. Traditional real estate sales, marketing and leasing. Leased 89 single family investor owned homes 2011-2012; leased 40 single family investor owned homes **2013-2014**.

COLDWELL BANKER CASCADE REALTY 2002 - 2006

Real Estate Sales

- Interviewed, educated and assisted 50 potential home buyers annually with the purchase of homes in the metropolitan area.
- Jointly prepared and negotiated purchase and sale contracts for builder close-outs, and resale properties totaling 3 million dollars in sales volume.
- Facilitated the stages of real estate contracts to closing with mortgage processors, closing attorneys and real estate appraisers.
- Provided one-on-one office assimilation, contract review and online software training to 4 new agents on a monthly basis.
- Researched and prepared reports via map merge, MLS and FMLS.

PRUDENTIAL RELOCATION 1996-2000

Destination Services Specialist

- Professional real estate consultant for corporate clients relocating employees throughout the United States. Major accounts included Toyota, Volvo, Lowe's, Scientific Atlanta, CSX, Blockbuster, Sunbeam, Lear, Vulcan and Serta.
- Identified and contacted real estate brokers, assisted buyer agents, and monitored agent services and performance.
- Provided cost of living analysis and overviews of local buyer agency practices and market conditions to transferees prior to their home finding trips.
- Utilized internet sites and internal software programs to generate school reports, identify rental properties and provide community information.
- Assisted transferees in making informed rental/purchase decisions.
- Arranged for temporary living quarters and provided a list of in-house corporate owned properties that met their criteria for lease/and or purchase.
- Designed and facilitated monthly face-to-face training sessions for the Southeast Region, raising key employees' awareness of the potential revenue and profits generated through the destination services division.
- Provided Senior Specialist facilitation of monthly meetings with other counselors to share best practices and identify areas needing attention or resolution.
- Partnered with account executives structuring proposals for potential new clients that were considering temporary living cost as a part of the transferee's benefits package.
- Successfully managed high volume caseload of transferees through the process of purchase, rental, and temporary living arrangements.

Marketing Assistance - Destination Services Counselor 1996 - 1997

- Provided objective real estate counseling seven days a week/24 hours a day to assist transferring employees in selling their current homes, as well as securing housing in new locations. Major accounts included Hallmark, Alumax, Payless, FBI/DEA, SSA, and FDIC.
- Served as transferees advocate from initiation into the home sale program through the amended value process.
- Arranged community tours, identified schools and churches. Provided information for spousal employment and addressed a broad range of transferee needs.
- Earned President's Quality Award for Excellent Service - Government Accounts. Recognized with 100% Club Award for Outstanding Counselor Service for six consecutive months.

EDUCATION

Georgia State University – Currently pursuing B. A. in Communications with a minor in Real Estate. Completed over 90% of undergraduate requirements for graduation.(Estimated graduation: Fall 2021.)

LICENSE - CERTIFICATIONS

Real Estate License, State of Georgia Accredited Buyer's Representative (ABR) Certified Residential Relocation Specialist (CRRS) Certified BPO Specialist Certificate
State of Georgia Certification for Substitute Teaching