

REALTOR  
Professional Summary

Motivated real estate professional with 16 years of experience. Versed in all aspects of real estate, time management, negotiation, conflict resolution, property management, asset and portfolio management and administrative functions.

Core Qualifications

UT Real Estate License                      Asset Management

Accredited Buyer Representative Title and Escrow

REO and Foreclosures                      Leadership

Traditional Real Estate                      Conflict Management

Short Sales                      Negotiation

Experience

10/1999 to Current

Realtor Company Name 1/4 City , State

- Manage the entire process of selling real estate.
- Minimized losses on foreclosures through analysis, management, marketing and liquidation of real estate owned properties by clients and investors.
- Evaluated economics of the property (including BPO and appraisal analysis) for month-end figures and the best marketing disposition plans.
- Prepare listings, sales contracts, counter-offers for negotiation with the banks Negotiated seller's deficiencies to be waived with financial institutions and other's who had a vested monetary interest in the property.
- Provided marketing direction to brokers and monitored the performance of outside agents.
- Evaluate preforeclosure BPOs and appraisals to assist in bidding and buydown analysis.
- Communicate with clients to understand their property needs and preferences.
- Negotiate contracts on behalf of clients.
- Ensure that the legal formalities are completed prior to closing dates

04/2014 to 12/2015

In-House Realtor Company Name 1/4 City , State

- Buyer's Agent for Restore Utah
- Successfully negotiated and closed 55 MLS transactions during my one year contract.
- Identified long term value in properties.
- Prepared documents such as representation contracts, purchase contracts and estimated settlement statements.
- Evaluated properties, established values, and developed marketing strategies that maximized sales proceeds & reduce marketing time.
- Monitored multiple databases to keep track of all company inventory.

07/2007 to 06/2011

Sr. REO Asset Manager Company Name 1/4 City , State

- Effectively managed the marketing of REO assets according to a specific time lines while focusing on lowering loss severity.
- Monitored the eviction process & negotiated cash-for-keys with occupants.
- Evaluated properties, established values, and developed marketing strategies that maximized sales proceeds & reduce marketing time.
- Supervised brokers to ensure that properties were being marketed according to client standards.
- Managed third party vendors and obtained bids, overseeing repairs and maintaining properties.
- Negotiated contracts based on the best interests of clients.
- Met all monthly and quarterly sales goals.

02/2005 to 08/2006

Tax Research Analyst Company Name 1/4 City , State

- Produced tax reports for builders and title companies.
- Extensive file management and maintenance.
- Performed tax research including the research of all 1915 and 1972 Act Bonds including Mello-Roos tax assessments for the state of California Delivered tax reports on time per clients and customer time constraints.

05/2003 to 11/2003

Licensed Title and Escrow Officer Company Name 1/4 City , State

- Actively communicated and assisted realtors, mortgage bankers, and loan officers with real estate transactions of all types.
- Maintained connections with sellers and buyers, financial institutions, homeowner's associations and other institutions that had vested interest in the properties.

- Prorated fees such as real property taxes, per the contract, and prepared the settlement statements and loan documents.
- Reviewed documents ensuring all conditions and legal requirements were fulfilled.
- Coordinated in-house and outside closings.

08/1999 to 05/2003

Realtor / BPO Specialist / Accredited Buyer's Specialist Company Name i¼ City , State

- Negotiated, facilitated and managed real estate transactions.
- Followed up with prospective buyers regarding incentives from the builder and new developments in the surrounding area.
- Developed and maintained a list of properties suited to different needs and budgets.
- Managed contracts, negotiations and all aspects of sales to finalize purchases and exceed customer expectations.
- Negotiated contracts on behalf of clients.
- Guided clients from beginning to end of the home buying process in choosing the right property.
- Extensive file management and document imaging.
- Performed all property evaluations for banks, relocation and asset management companies.

Education

2003

Escrow License : Title and Escrow DW Moore i¼ City , State

1999

Real Estate License : Real Estate Stringham Real Estate School i¼ City , State

Professional Affiliations

National Association of Realtors

Utah Association of Realtors

Skills

Asset Management, Administrative, Client Relations, Computer Proficient, Conflict Management, Contract Negotiation, Digital Photography, File Management, Marketing, Microsoft Office, Organizational Skills, Problem Solving, Property Management, Real Estate and Tax Research, Sales Software: Sales Force, Social Media