

Personal Profile

Graduated from college in 2004 with a sterling reputation and a proven track record for setting and achieving goals. Recognized as outgoing, positive, and trustworthy. Committed to superior customer service and an excellent standard of ethics. These qualities are evidenced in an ability to establish lasting business connections with people from all walks of life.

Other qualifications of interest include:

Effective communication in English and Spanish.

Confident and highly effective in communicative skills.

Analytical, resourceful, and excellent at resolving problems.

Meticulously organized and detail oriented.

Team player with entrepreneurial expertise.

Education

- Bachelor of Science in business administration from Cal State University San Marcos with emphasis in Service Sector Management.
- Associates Degree in General Studies from Mira Costa College.

Professional History

Real Estate Appraiser:

- Over 8 years of experience—6 years as a self-employed independent appraiser.
- California Certified Appraiser with authority to perform on transactions over \$1,000,000.
- Trained in highest and best use analysis, cost analysis, income analysis, sales comparison analysis and all applicable forms of real estate evaluation.
- Built a reputable clientele of mortgage brokers, loan officers, real estate agents and lawyers.
- Developed and managed company website and content.
- Responsible for accounting, including bookkeeping, budget estimates and analysis, payroll, accounts receivable, accounts payable, and tax preparation.

HOA Board Member- Villas Tranquilas HOA, Quepos, Costa Rica:

- Responsible for assembling a Board of Directors and structuring the HOA.
- Responsible for estimating monthly/yearly operating expenses and setting monthly HOA fees.
- Responsible for property maintenance operations and communicating with the on-site property manager.

- Responsible for organizing board meetings, including scheduling, developing agendas, and keeping records to communicate to all homeowners.
- Responsible for accounting, including bookkeeping, budget estimates and analysis, payroll, accounts receivable, accounts payable, and tax preparation.
- Maintain effective communication between board members, property manager and all homeowners.
- Assist in conducting votes for property issues.

Sales Representative-Stassi Cosmetics:

- Helped to launch a new Sun Screen Product Line (SPF to go).
- Responsible for opening new accounts and maintaining relationships with them.
- Responsible for opening more than 100 new accounts in San Diego.
- Established effective sales techniques for cold-calling.

Server-Solana Beach Fish House

- Provided exceptional service and acted as liaison for other employees in handling customer complaints.
- Managed restaurant during owner's absence, assuming all administrative duties.

Technical Expertise

MS Office, Outlook, QuickBooks, Internet Applications.

Training and Skills

- Real Estate Evaluations
- Real Estate Salesperson

Licenses

California Certified Residential Appraisal License, Lic# AR031739

California Real Estate Salesperson License, Lic# 01848863

References

Bay Shore Mortgage-John McNulty 858-720-6677 x 111

Aspire Home Loans- Alyssa Davis 760-639-1193

Mortgage Capital Associates-Karen Zhong 800-974-4434 x221