

5/14/2010 to  
Current

Winn School of Real Estate  
Prescott Area  
Owner/Administrator/Instructor

After teaching for Yavapai College and other real estate schools in the area since 2002, I decided to open my own real estate school in May of 2010. We offer quality pre licensing and continuing education to the real estate community in the quad-city area. We are your "hometown" real estate school.

8/1/2011 to  
4/2013

Smoki Museum  
Prescott, Arizona  
Marketing Coordinator

Maintain the museum's website and social media accounts. Coordinate all advertising venues. Due to my efforts we nearly tripled the foot traffic into the museum over the previous year. Managed the volunteer front desk schedule. This is a part time position at fifteen hours a week.

3/2009 to  
2/2011

Homeowners Association Management Company (HOAMCO)  
Prescott, Arizona  
Community Association Manager

Managed nine local communities totaling approximately 1700 individual properties. Duties includes preparation of annual budget, review of monthly financials, bill paying authorization, collections, compliance and preparing monthly and annual meetings for the Board of Directors. Assisted boards with the review and revision of governing documents. Provide overall leadership to the association's boards.

7/2006 to  
2/2009

Chicago Title  
Prescott, Arizona  
Assistant Vice President

Increased the company's market share through contact with the real estate and lender communities. Trained real estate agents on Chicago Title technology, online property research applications, flyer & postcard development, virtual tour technology and the industries multiple listing system and contract writing system. Real estate agents career counseling. Matched real estate agents to escrow officers.

4/2001 to  
7/2006

First American Title  
Yavapai County, Arizona  
Sales Manager

Managed sales staff and customer service department. Provided market share statistics to upper management.

Increased the company's market share through contact with the real estate and lender communities. Trained real estate agents on First American Title's technology, online property research applications, flyer & postcard development, virtual tour technology and the industries multiple listing system as well as the contract writing system. Real estate agents career counseling. Matched real estate agents to escrow officers.