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## Professional Summary

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Service-oriented Realtor Associate with over 20 years in Real Estate Sales and Property Management. I am passionate about my job, but more importantly, passionate in helping our Hawaii Locals in obtaining their first home at the lowest price possible and assisting my Sellers in negotiating the highest and best price for the sale of their home.

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## Skills

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- Customer and Personal Service
- Sales and Marketing
- Active Listening
- Negotiation
- Coordination
- English Language
- Computers and Electronics
- Clerical
- Administration and Management

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## Experience

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### Realtor Associate - Independant Contractor

01/2013 to Present

#### Elite Pacific Properties – Kahala, HI

- Present purchase offers to sellers for consideration.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Interview clients to determine what kinds of properties they are seeking.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.

- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Contact property owners and advertise services to solicit property sales listings.
- Arrange for title searches to determine whether clients have clear property titles.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.

**Sales Agent**

06/1993 to 06/1998

**Locations – Pearl City, HI**

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- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
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**File Clerk then promoted to Property Manager**

01/1979 to 01/1993

**Chaney Brooks & co to Mayer Management – Honolulu, HI**

- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Act as liaisons between on-site managers or tenants and owners.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

- Schedule and confirm appointments for clients, customers, or supervisors.

## Education

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**Certificate of Real Estate/License:** Real Estate  
**Stapleton School of Real Estate** - Honolulu, HI

May [REDACTED]

**High School Diploma:** General  
**Governor Wallace Rider Farrington High School** - Honolulu, HI

Jun [REDACTED]

**Associate of Arts:** did not graduate  
**San Francisco State University** - San Francisco, CA

## Community Service

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Past Team Mom for Ho'okino Volleyball Club, 15-16's girls -2015  
Fed the Homeless in Waikiki 2014 - Brother was homeless there

## Affiliations

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Currently a Member of the Hawaii Association of Realtors, the Honolulu Board of Realtors and the National Association of Realtors and the Native Hawaiian Chamber of Commerce.