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## EXECUTIVE SUMMARY

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Seasoned Real Estate Professional with over a decade of experience in the industry, including ownership of a successful real estate company since 2016. Proven expertise in managing diverse aspects of property rentals—from advertising and tenant screening to coordinating repairs and handling tenant relations—ensuring high standards of service and property upkeep. Skilled in property renovations, with a track record of successful home remodeling, staging, and profitable fix-and-flip projects that optimize property value and marketability. Recognized for a hands-on approach and strong attention to detail, driving successful client relationships and sustained business growth in a competitive market.

Key strengths:

- **Program Development/Management:** Hiring staff and volunteers, developing schedules, conducting reviews, establishing pay increases and paths to management, developing warehouse and outlet safety protocols and maintenance needs
  - **Rental Property Management:** Comprehensive management experience, including tenant relations, maintenance coordination, and contract negotiation.
  - **Property Renovation & Staging:** Skilled in conducting home remodeling projects and staging properties to maximize appeal and value.
  - **Valuation & Market Insight:** Expertise in property appraisal, delivering reliable insights to guide client investment decisions.
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## PROFESSIONAL EXPERIENCE

### Residential Rental Management

#### *Self Employed*

2003-2023

- Managed 19 of my own rental homes, townhomes and duplexes. Duties included advertising, showings, background checks for potential tenants, creating leases, move-in/move-outs, handling repairs and general maintenance, accepting and logging rent payments and evictions.

## **Residential Property Fix/Flip**

### **Self Employed**

2016-2024

- Bought, renovated and sold residential home in the Denver Metro Area
- Performed market analysis, Developed a Budget, Designed the Renovation, Employed contractors, Purchased Materials, Oversaw all work, Marketed the Remodeled home and handled the closing.

## **Fresco Real Estate**

### ***Real Estate Broker/Owner***

March 2016 - Present

- Averaged 24 transaction sides per year with a revenue of over 6 million most years
- Developed strong client relations and repeat business
- Successfully acted as my own transaction coordinator and performed all aspects of the job including showings, writing and negotiating contracts, inspection negotiations and closings.

## **Dwell Denver Real Estate**

### ***Real Estate Associate***

2013 – 2014

- In my first year as an associate real estate agent, I closed 12 transactions
- I developed an open house training class within the organization
- I performed well with little oversight or assistance from my managing broker

## **Veterans Green Jobs**

### ***Outlet Director***

2009-2012

- Located and negotiated a building lease for the organizations including a space to build the building materials outlet store
- Followed local and international building codes while building the store and remodeling various department offices in the building
- Hired a staff, purchased and maintained a truck fleet, developed a store program including picking up and delivering building materials from local businesses and individuals
- Developed a staff program and schedule with a path to future management positions as well as developing a volunteer program

## **Habitat for Humanity – Denver Restore**

### ***Store Manager***

2005-2009

- Managed the store on a daily basis including hiring all staff members, managing volunteers, maintaining trucks for material pick up and deliveries, developing a schedule, and reporting to the store director and board
- Established safety guidelines for the warehouse as well as the drivers and maintained the property through remodels and repairs
- Developed a program that allowed employees to move up and into other positions within the warehouse as well as the main Habitat for Humanity Denver offices

## **EDUCATION**

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- University of Colorado at Boulder  
Geography

## **CERTIFICATES and LICENSES**

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- Real Estate License state of Colorado
- Certified Notary in Colorado
- Volunteer Neighborhood Forester – Denver

*References Available upon Request*