

* Jacqueline Morel

Slidell, LA

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WORK EXPERIENCE

Realtor

CENTURY 21 INVESTMENT REALTY - Slidell, LA -

2006-06 - Present

- Assist customers with buying and selling property.
- Property evaluation
- Property management
- Prepare documents such as listing contracts, purchase agreements, closing statements, and leases, inspection response documents
- Coordinates appointments to show homes to prospective buyers
- 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
- Compare a property with similar properties that have recently sold to determine its competitive market price
- Contact property owners and advertise to solicit property sales listings
- Evaluate mortgage options to help clients obtain financing at the best rates and terms
- Interview clients to determine what kinds of properties they are seeking
- Review property listings, attend conventions, seminars, education, and staff and association meetings to remain knowledgeable about real estate markets.
- Advise clients on market conditions, prices, mortgages, legal requirements, and related matters
- Generate list of properties that are compatible with buyers' needs and financial resources.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
- Coordinate property closings, overseeing signing of documents, and disbursement of funds.
- Prepare documents such as listing contracts, purchase agreements, closing statements, deeds and leases.
- Arrange for title searches to determine whether clients have clear title.
- Accompany buyers during visits to and inspections of property, advertising them on suitability and value of the homes they are visiting.
- Work with owners on vacancies, tenant issues, and physical condition of property.

- Collect rents and deposits from tenants.
- Provide financial reports on property monthly.
- Facilitate property maintenance issues, including scheduling regular maintenance and repair and • Conducting property inspections (6month and annual) to ensure property is in good condition.

Manager/Owner

Alibi Bar & Grill - New Orleans, LA -

2002-02 - Present

- Handled daily accounts payable processing.
- Made daily deposits.
- Performed data entry for operating accounts.
- Supervise Manager and cook staff on day to day operation.
- Balanced registers daily
- Responsible for payroll biweekly.

SKILLS

SALES, ACCOUNTS PAYABLE, PAYROLL, CONTRACT DRAFTING, CUSTOMER SERVICE

ADDITIONAL INFORMATION

Skills & Abilities

Payroll

Accounts payable

Strong communicator

Excellent organizational skills

Detail oriented

Excellent customer service skills

Licensed realtor with 17 +years of residential sales experience

Adept in contract drafting, negotiation, market research, client analysis