

Alice Moore

480-529-0230 | alice.m.moore@gmail.com

1/10 – Current Coldwell Banker Bentley, Phoenix AZ

Realtor Short Sale Negotiator/Transaction Coordinator/Listing manager

- Gather all paperwork necessary from clients for the short sale to compile a complete package this is missing nothing.
- Made both paper copies and electronic copies of all paperwork, filed them in an easy to find organized system.
- Work within the Short Sale Commander software keeping track of short sale negotiations.
- Know the process of the various servicer's (how, what, when).
- Closed many sales with Bank of America's Equator
- Call servicer's to get updates, encourage forward movement and provide additional paperwork when needed during the negotiation process.
- Log all communications in the Short Sale Commander online program.
- Worked the file through the escrow process, making sure all of the paperwork was in the file.
- Work with buyers agent, buyers lender, and title companies once short sale is accepted.
- Worked on all of the short sales being negotiated on a 20-25 pending listing volume.
- Enter all Listings into The MLS, make flyers, set up complete file, & log all communications.
- Various marketing duties as they apply.
- Pulled Comps, drew up counters, addendum's and listing agreements.
- Created fill in forms for the entire short sale package, and Listing package in Adobe Acrobat.
- Used Zip forms, GE, Homefeedback.com, MS Word, Outlook, Excell, and other programs.
- Took buyer and seller calls when necessary and distributed them to the buyers agents.
- Knowledge of both MAC and Windows base systems.

11/09 – 1/10 Discover Arizona Real Estate, Gilbert AZ

Realtor Short Sale Negotiator

- Work within the Transaction point software keeping track of short sale negotiations.
- Call banks to get updates and encourage forward movement in the short sale process.
- Log all communications in the TRpoint online program.
- Work with buyers agent once short sale is accepted.
- Worked with a team on all of the short sales being negotiated on a 50-60 pending listing volume.

11/07-11/09 WDS, Phoenix AZ

Part time Office Assistant

- Duties included general office filing and correspondence.
- Data entry for payroll system and final billing for work rendered.

2/07-11/07 Remax Achievers , Chandler AZ

Transaction Coordinator, Listing Coordinator

- Liaison to Clients, Cooperating Brokers, Lenders, Escrow, and Inspectors.
- Created flyers and marketing materials using Power Point and Publisher.
- Negotiated and tracked documents for the real estate transactions.
- Updated Websites, and various systems to market homes.
- Called Sellers and Buyers to update them, request paperwork, and general communication throughout the transaction.
- Followed through on all repairs and or inspections of the properties in escrow.
- Was in charge of entering all blog articles onto the website.

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11/06/-2/07 Optima Realty, Phoenix AZ

Assistant to the Sales Agent

- Gave prospective buyer's a tour and presentation of the property. Assisted the sales agent with all aspects of the process.
- Wrote ad's for the up coming open houses
- Helped maintain the units for optimum showing presence.
- Prepared handout materials for the prospective customers.

5/06-11/06 Sherry Kesling Silverado Fine Properties, Scottsdale AZ

Marketing Coordinator

- Customized Company and Agent web sites entirely, and updated them with current information.
- Created innovative property brochures.
- Wrote advertisements for Homes and Land.
- Data entry into Top Producer, Lone Wolf, and various systems.
- Created custom Buyer/Seller handbooks for Agents.

10/05-5/06 Danette Earnest Office, Keller Williams, Tempe AZ

Licensed Executive Assistant

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- Created all of the marketing materials (Microsoft Office).
- Wrote ads, and recorded information for IVR system.
- Coordinated Real Estate transactions. (Top Producer system)
- Prepared CMA's, all list, and buyer kits. (Power Point, MLS)
- Arranged showings, including mapping, and setting appointments.
- Synchronized Blackberry, and Outlook appointments and contacts.
- Paid all of the bills, and tracked expenses on Excel.
- Organized office to work more efficiently and effectively.
- Answered all incoming calls.

6/04-10/05 Pastore Team Remax Achievers, Chandler AZ

Transaction Coordinator, Listing Coordinator

- Updated the office both technologically, and systematically.
- Recreated all documents related to the business.
- Implemented various client contact systems.
- Built, and maintained computer systems, software, and operations.
- Implemented various systems to more efficiently serve clients.
- Liaison to Clients, and Cooperating Brokers.
- Created flyers and marketing materials using Power Point and Publisher.
- Negotiated and tracked documents for the real estate transactions.
- Updated Websites, and various systems to market homes.
- Was in charge of entering all blog articles onto the website.
- Called Sellers and Buyers to update them, request paperwork, and general communication throughout the transaction.

5/03-12/04 Mesa Verde Real Estate, Higley AZ

Real Estate Agent

- Almost two millions in sales
- Worked solely from past referrals

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9/99-5/03 The Ryan Team Realty Executives, Chandler AZ

Buyers Agent

- Worked leads from Sign, Ad, Internet, Walk-in sources.
- Averaged two to three transactions per month.
- Brought to the team new revenue from past Clients.

Education

2007-2008 Sessions Online School Of Design, New York NY

Web Design Foundation Certificate

Foundation I: Software

Photoshop basics

XHTML CSS essentials

Dreamweaver I

Intro to web design

Foundation II: Design

Color theory

Fundamentals of typography

Web graphics using fireworks

Flash basics

Web design I

1993 Arizona School Of Real Estate Scottsdale AZ

Obtained Real Estate License

1974-1979 Highland High Highland IN

Graduated With Diploma