

JESSICA MATARAZZI

SUMMARY OF QUALIFICATIONS

- Ability to effectively and professionally work with clients and employees.
- Ability to analyze information and report findings.
- Polished written and verbal communication skills.
- Effective time management skills.
- Goal oriented.
- Excellent organizational skills.

PROFESSIONAL EXPERIENCE

11/2010-Present

Agrarian Associates

Administrative and clerical duties. Responsible for tracking orders to ensure client deadlines are met. Utilize various Multiple Listing Services and County Courthouses for property/tax information pertinent to the subject/comparable properties. All other duties as assigned by management.

10/2006-7/2007 & 8/2009-Present

Garner & Associates

Assist in preparation of Residential Real Estate Appraisals using WinTotal Software, applying knowledge of market area, market trends, Courthouse records, Multi-List Service and contracts.

Responsible for meeting clients deadlines, who are but not limited to attorneys, mortgage officers, private individuals, etc.

Promote the companies services and Website through various marketing methods.

9/2007-12/2008

York Realty Services

Assist in preparation of Residential Real Estate Appraisals using WinTotal Software, applying knowledge of market area, market trends, Courthouse records, Multi-List Service and contracts.

Responsible for meeting clients deadlines, who are but not limited to attorneys, mortgage officers, private individuals, etc.

Promote the companies services and Website through various marketing methods.

0/2006-12/2008

1st Choice Appraisal Services

Assist in preparation of Residential Real Estate Appraisals using WinTotal Software, applying knowledge of market area, market trends, Courthouse records, Multi-List Service and contracts.

Responsible for meeting clients deadlines, who are but not limited to attorneys, mortgage officers, private individuals, etc.

Promote the companies services and Website through various marketing methods.

Responsible for Accounts Receivable for my invoices.

12/2004-10/2006

Evans Appraisal Services

Assist in preparation of Residential Real Estate Appraisals with ACI Software using knowledge of market areas, market trends, Courthouse records and Multi-List Service.

Exclusively responsible for the growth and business in Lancaster County.

Assisted in Accounts Receivables for invoice in excess of 30 days.

EDUCATION

1991-Northern Lebanon High School- Academic

2006- Institute of Real Estate Studies – Residential Real Estate Appraiser Courses

2007-Berks Real Estate Institute- Residential Real Estate Appraiser Courses