

Kate Shields

john greene Realtor - April 2014 - Present
Associate Real Estate Broker

Same responsibilities as previous position

Ryan Hill Realty – October 2011 – April 2014
Associate Real Estate Broker

Professional Experience

- Providing excellent customer service and guidance through process of buying a home
- Working with all types of personalities
- Organization and management of paperwork and filing for every contract
- Management of vendors and communication with all parties to complete transaction
- Creative thinking to solve complex issues that arise in the process of selling a home
- Consistent social media involvement to promote my brand and personality within the community

Chase Real Estate – May 2008 – September 2011
Licensed Real Estate Agent & HUD Home Acquisitions and Distribution Specialist
Assistant to Owner

- Followed up with clients
- Assisted in creating work flow forms to manage property files for the office
- Managed contracts, both traditional and governmental
- Tracked contracts from signing to close
- Worked with cities to obtain transfer stamps, inspections and any other documentation vital to closing transactions
- One on one training for newer and experienced agents on all facets of real estate

Qualifications

Proficient in:

Microsoft Suite: Word, Excel, Powerpoint & Publisher
Adobe Acrobat
Adobe Lifecycle Design

A passion for learning and ability to learn quickly

Capacity to manage multiple projects

Creative and capable of finding solutions to complex situations

Problem solving and conflict resolution

Excellent verbal and grammatical skills

In depth knowledge of social media and how to maximize exposure

Education:

2008 Graduate of University of Illinois
Bachelors in Business Administration
Graduate of Capital Honors Program
GPA 3.4

Licensure and Certifications

Licensed Real Estate Associate Broker #475.125345
SFR - Short Sale and Foreclosure Resource
BPOR – Broker Price Opinion Resource

Professional Associations

Mainstreet Organization of Realtors – Director, Board of Directors

- Assisting in making executive decisions for the benefit of our 16,000 Realtor and Affiliate members

Mainstreet Organization of Realtors – YPN Committee Chair '14

Mainstreet Organization of Realtors – YPN Committee Co-chair '14

Mainstreet Organization of Realtors – Global Committee – '13-'14

IAR Leadership & Development Program '14

Naperville Chamber of Commerce – C.O.R.E. Team Leads Group '14

Illinois Association of Realtors

National Association of Realtors