

ABOUT NORWALK'S REALTOR

My objective is to be a Real Estate Consultant for my clients. What does that mean? I have a vast knowledge with Residential Real Estate, Commercial Real Estate, and Property Management. I am looking forward to taking this experience and putting it to work for you. Should you ever have a question, feel free to ask, and I'll get you the answer promptly.

QUALIFICATION SUMMARY

My best talents are my effective communication skills and my ability to work well with others in a supervisory role. I have the ability to produce high quality work and meet deadlines in a fast paced, high volume environment successfully. I have the ability, and network to use grassroots marketing and viral campaigns.

SUMMARY OF ACCOMPLISHMENTS

- Licensed Realtor in the State of Connecticut
- Licensed Home Improvement Contractor in the State of Connecticut
- Managed a portfolio valued over \$5 Million
- General Contractor on a complete rehab of a two-family home

WORK EXPERIENCE

**William Pitt Sotheby's International
Realtor**

Sept. 2009 – Present

- Continue to grow brand, spearhead office growth to become #1 in overall Norwalk Market Share.

**Cutting Edge Property Management
Owner**

Feb. 2006 – Present

- Obtain and oversee work for clients.
- Responsible for tax preparation, insurance paperwork, estimating budget and time needed to complete jobs, keeping projects on budget, billing and payroll, coordinating subcontractors, vehicle maintenance and equipment maintenance.
- Representative for client services and client interaction.
- Completion of different types of projects including complete home rehabs, new kitchens, new bathrooms, interior and exterior painting, daily parking lot maintenance, sheet-rocking, light masonry, electrical work, plumbing, hardwood floors, tile and trim work, moving, landscaping, porch construction, framing, roofing, carpentry, cabinets, and window installation.
- Responsible for coordination of maintenance schedules on select properties, assisting in renting properties, winterizing select properties, collecting rents on time, meeting owners fiscal goals.
- Keeping Tenants happy, therefore increasing lease renewals, in turn reducing vacancy rates at properties I managed. Also, participated in lease negotiations when necessary.

**William Raveis Real Estate
Realtor**

Aug. 2005 – 2009

- Listing Agent, Buyer's agent, and work with Rentals.
- Property and self-marketing.
- Showed and staged houses.
- Monitored market inventory for Norwalk and surrounding towns.
- Assist potential clients with market analysis of their homes.

Hoyt Property Management

Sept. 2003 – Feb. 2006

Job Site Supervisor

- Responsible for making sure work was done in a timely, efficient manner.
- Job sites included landscaping, interior/exterior painting, bathrooms, deck/porch jobs, kitchens, window installations, fixing interior/exterior doors, flooring, trim and crown molding, sheet-rocking, stone walks, patios and walls.

Pilot Pen Tennis Tournament

June 2003 – Sept. 2003

Operations Team Member

- Part of a team of 8 responsible for the site development of the Yale Bowl and Tennis Stadium.
- During 10 day tournament, acted as head of court maintenance. Responsible for oversight of all tennis courts during the span of the tournament.
- Provided ball boys/girls everything they needed.
- Provided each court with tennis balls, umbrellas, cold drinks, towels, and special requests by players.

Pilot Pen Tennis Tournament

June 2002- Sept. 2002

Operations Team Member

- Part of team of 8 responsible for the site development of the Yale Bowl and Tennis Stadium.

EDUCATION

- Norwalk High School - Class of 2001
- University of Connecticut
- Norwalk Community College

COMMUNITY INVOLVEMENT

- Norwalk YMCA Board of Directors 2009 - Present
- Member of Marketing Committee of the YMCA of Norwalk 2005 - Present
- Norwalk Junior Legion Head Coach 2009 - Present
- Coached 11-12 Year Olds in Youth Baseball from 2005 - 2008
- Coached 14 Year Old Babe Ruth Baseball Fall 2007
- Coached 13 Year Old Babe Ruth Spring 2008

PHILOSOPHY

I've noticed a dearth in good Morals, Ethics, and old fashioned values have been missing from the business world. As long as it's in control, my clients will receive a Moral, Ethical Real Estate Consultant, who practices good old fashioned values.

Being a 10th generation Norwalker, I have noticed there are too many out of town agents working here in Norwalk. Do they truly know your neighborhood as well as you do? Where I grew up in Norwalk, my back door neighbor went to school system A. My next door neighbor went to school system B (with me), and my across the street neighbor went to school system A, his next door neighbor went to school system B (with me). Only a local would know that. School systems and these little variations effect the value of your home. I could go on and on for days about this, the bottom line is: When it comes to your home, and possibly your largest investment, do you want an expert who specializes in your area? Or a guy that "covers" your area? It's your hundreds of thousands of dollars, now that you have that information the decision is up to you.