

Kathy Schoonover

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Well-rounded professional with an expanded skill set of complementary business backgrounds in marketing, office administration, real estate, and human resources including training, recruitment/onboarding, and benefit enrollment. Experienced and technically intuitive.

- Proficient in Microsoft Office Suite, • Contact Data Management/ CRM • Paperless Storage & Electronic Signature software (Dropbox, Google Drive, Dot Loop)
- Active AZ Real Estate License

Work Experience

REALTOR October 2012 to Present

Desert Dream Realty (07/2018 –present) - 6201 E. Cave Creek Rd. Suite B, Cave Creek AZ

Keller Williams Lake & Mountains (acquired JtRealty- 10/2012 –12/31/2018) - 3641 WMH, North Conway NH

Independent Real Estate Agent is responsible for procuring business and the full life cycle of all transactions from identifying prospects and property through close of escrow. Development of marketing including print, electronic, and social media promotions.

Network with colleagues and vendors at sponsored events. Maintained business budget & tracking for advertising, website, and blogs. Used CRM and Outlook to organize tasks, calendar, deadlines, categorize, and automate personalized communications daily.

Comparative Market Analysis Presentations in PowerPoint, Excel, Word, and proprietary software. Research was conducted utilizing MLS and Public Data resources to evaluate markets. Leveraged MLS and property tax records to generate time-efficient & understandable reports for pricing objectives. Previewed and organized property in the market area both online and in person, researched vendors, and maintained relationships.

Negotiate using techniques such as quantitative data, various terms, lender relationships,

Educate Buyers and Sellers in setting expectations, and clarifying the market, timeline, and process.

Participate in professional networking and support of newer agents including software and marketing. Instrumental in establishing and ramping up residential rentals and recruitment developing manuals and marketing.

Bookkeeper/Payroll Administrator March 2006 to October 2012

Assisted Office

Brauel & Brauel CPA-North Conway, NH

General bookkeeping tasks for multiple clients in various industries. Tasks included significant client communications and updates, requesting/receiving documentation, and weekly bookkeeping items. Bookkeeping items were primarily performed in QuickBooks.

Onboarding and electronic setup of client's new hires including paperwork to meet federal regulations, I9, direct deposit signature, new hire reporting receipt, application/resume, offer letters, and benefits. AP/AR for clients' accounts. Categorizing per CPA guidelines and bank reconciliations.

Weekly payroll for multiple clients, tax processing, and quarterly payroll returns using Accountant CS Payroll software. Accountable for meeting IRS deadlines with financial consequences. Professionalism with great attention to detail and confidentiality.

Broker Unlicensed Assistant March 2005 to March 2006

JtRealty-North Conway, NH

Assisted Broker in all activities. Weekly client communications, preparation for meetings with supporting documentation, review contracts, obtaining deed and tax records, input data, and all presentations. Responsible for market trends updates, and monthly reports to clients. Managed schedule, and follow-up feedback, created marketing material, and coordinated deadlines. Maintained client database.

Technical Recruiter April 1999 to March 2005

GillTek Systems-Mesa, AZ

Full life cycle recruitment- onboarding, benefits coordination, new hire reporting, payroll, and ongoing support.

Recruited employees and 1099 consultants primarily for Healthcare, Utility, and Semiconductor Industries. Worked with existing clients and hiring managers to identify project scope, and specialty skill sets alongside competitive wage rates.

Developed job requirements and qualifying phone screen questions, performed initial interviews both over the phone and in person, edited and streamlined resumes, and prepared candidates for management panel interviews. Accompanied candidates through security to sites, negotiated rates and contracts, wrote and extended offer letters, and maintained contractor and contract-to-hire relationships throughout projects.

Skills

Real Estate, Marketing, CRM, Recruiting, Human Resources, Office Management, Bookkeeping, Computer literacy, Microsoft Office Suite

Links

<https://www.facebook.com/ScottsdaleCarefreeCaveCreekRealEstate>

https://www.instagram.com/kathyschoonoveraz_re/

Certifications and Licenses

CLHMS- Certified Luxury Home Marketing Specialist

CBR - Certified Buyer Representative Designation

Real Estate License