

**NAME**

Address

Address

Residence Telephone

Business: Telephone

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*SUMMARY:*

Seventeen years real estate experience in appraisal, acquisition, negotiation, evaluation, management and disposition • Proven ability to plan and implement successful loss mitigation programs • Strong background in project management and staff supervision • Solid negotiation and problem-solving skills.

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*PROFESSIONAL EXPERIENCE:*

MORTGAGE INSURANCE COMPANY

CITY, STATE

**Assistant Vice President / Manager of Real Estate Operations**

**1987 to present**

**Assistant Vice President / Regional Claims Manager**

**1986 to 1987**

Collaborate with brokers, appraisers, investors, and lenders to evaluate real estate, negotiate sales, and effect workouts on distressed projects to support loss mitigation efforts. Travel nationwide to assess market conditions, investigate claims for fraud and misrepresentation, and supervise field personnel.

Manage in-house claims servicers and administrative staff in loss mitigation operations. Designed and implemented comprehensive program of compliance policies and procedures.

*Reduced 1987 losses by more than 50% over previous year, substantially exceeding corporate objectives.*

*Contributed to success in exceeding competitors in pre-approved sales and claim dollars saved.*

**Assistant Vice President / Director of Real Estate**

**1984 to 1986**

**Real Estate Manager**

**1983 to 1984**

Managed REO acquisition, negotiation, evaluation, and disposition. Acquired, managed, and disposed of 60 properties valued at nearly \$1M. Arranged solutions on major default concentrations.

*Spearheaded growth of pre-approved sales from 15% to 23% of all claims settlements.*

CITY ASSESSOR'S DEPARTMENT

CITY, STATE

**Consultant**

**1982 to 1983**

Reviewed residential and commercial appraisals to verify and adjust computer generated data in order to accurately reflect Boston real estate market values.

REAL ESTATE COMPANY

CITY, STATE

**Owner / Manager**

**1971 to 1982**

Managed thriving office of 12 sales associates. *Directed growth from \$0 to \$10M annual sales.*

Served as President of the County Board of Realtors (1979), Director of the state Association of Realtors (1980 to 1982), and Dean of the Realtors Institute (1979 to 1982).

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*EDUCATION:*

STATE COLLEGE

CITY, STATE

**Bachelor of Science**

**1971**

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*PROFESSIONAL ACTIVITIES:*

**Designations:** GRI (1973), CRS (1979), CCIM Candidate

**Instructor / Investment Real Estate:** XYZ College (1982 to 1987)