

## **HEATHER COLVIN**

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### **OBJECTIVE**

**Seeking a bartending position, preferably high volume, to supplement my current part time bartending job. Experience with large events, weddings, golf tournaments, class reunions, corporate events and parties.**

### **EDUCATION**

#### **UNIVERSITY of CALIFORNIA, DAVIS Certificate: Paralegal Studies, 2011-12**

- General studies in preparation for paralegal included ethical considerations, legal research, legal writing, citation form, interviewing, law office investigation, pleading preparation, coordination of discovery, basics of arbitration and form preparation.
- Program included substantive courses in Contract Law, Tort Law and California Litigation.

#### **H&R BLOCK TAX PREPARATION SCHOOL, AUBURN Certificate: 2005**

- Federal and State Tax preparation

#### **ACCREDITED RE SCHOOL of SACRAMENTO Realtor License 2001**

- Studies in preparation to pass the state realtor exam included real estate principles, ethics, contracts and real estate law.
- Ongoing education through the Department of Real Estate include mortgage brokering, short sale negotiation and distressed property sales.

### **PROFESSIONAL EXPERIENCE**

#### **Banquet Bartender; The Ridge Golf Course and Country Club 2000-present**

**Responsibilities and duties; Setting up banquet bar before shift for event according to BEO instructions. Mixing all alcoholic beverages to order. Collecting all monies while operating POS system. Carding patrons who are ordering beverages. Inventory of all alcohol. Breakdown and cleaning of banquet bar after event. Closing out of cash drawer.**

#### **Realtor; Sun Real Estate Team, Auburn 2001-present**

- Prepare documents such as purchase contracts, short sale packages, disclosures, closing statements, BPO's, CMA's, deeds and leases.
- Interview clients to determine needs
- Coordinate property closings, overseeing signing of documents
- Confer with escrow co., lenders and home inspectors to ensure that terms and conditions of purchase agreements are met before closing dates.
- Act as an intermediary in negotiations between buyers and sellers as well as negotiations of short sale properties with loss mitigation departments.
- Marketing, scheduling appointments, property research and lead generation
- Transactional coordination of all active files