

Anita Marquez
22014 E Lyndon Loop
Castro Valley, CA 94552
510-333-4586
escrowteam@ymail.com

Objective

To contribute to the overall success of a progressive, growth-oriented company. Seeking a team or independent environment with diverse responsibilities where I can utilize my skills.

Summary of Qualifications

Fast learner, adaptive quickly to change, engages problems proactively. Fast paced work style.

Ability to prioritize, multi-task, meet deadlines, while maintaining top quality work.

Excellent organization and communication skills to maintain a stable environment.

Coordinate real estate transaction / escrow process from start to finish.

High level knowledge of computer systems: MS Windows, Outlook, Excel, Publisher, Works, Word, Adobe Acrobat, Adobe Indesign, Paragon Multiple Listing Service, Winforms, Top Producer, Docusign, Box, Dropbox, Website maintenance, Internet Marketing and SM Marketing.

Experience

Hometown Buffet 11/13 – 4/14

- FOH Hostess and Greeter.
- Bussed Tables as Customers were dining.
- Maintained and stocked all FOH supplies.
- Served drinks and food as needed based on Customers needs.
- Hosted banquet parties during fast paced shifts.

RE/MAX in Motion-Dean Souza & Associates, Pamela Spivey, Theresa Marquez Escrow Coordinator/Office Manager/Listing and Escrow Coordinator/Sales Assoc 11/97 - Current

- Management of office for listing broker, five sales associates, listing coordinator, and courier
 - Assist in developing policies and procedures for the team, interact and coordinate with broker, sales team, realtors, attorneys, lenders, appraisers, title, vendors, buyers, sellers, etc. on a daily basis.
 - Data entry and maintenance using Top Producer 7.0. and Skyslope.
- Ran comparative market analysis on Paragon MLS to help determine agent's list prices and information for agents to work with buyers, prepare all real estate documents including arranging seller financing, and offer negotiation.
- Negotiated shortsales with banks. Maintained REO listings, coordinated with asset managers, and vendors.
- Maintained inventory information with weekly and monthly market statistics, organizing, arranging all aspects of marketing, including interacting personally with

brokers and the public, customizing and executing a market plan for all active listings including maintaining and tracking of all supplies, documents and marketing materials to maintain the listings.

- Designing, planning, and executing farm mailings to over 6000 residents using Adobe Indesign and bulk mail procedures. Organizing special large scale community marketing events.
- Complete listing and escrow coordination.
- Accounts payable, general office management including accounts receivable, accounts payable, meeting the public, meeting clients for signatures on contracts and disclosures.
- Assist in property analysis.
- Coordinating and providing access for appraisals, inspections, and showings.
- Marketing website maintenance, design flyers, arrange and hold open houses, sales calls.
- Answering phones, logging and relaying messages, filing, faxing, Multiple Listing Service maintenance, ordering supplies.

California Casualty Insurance Telemarketer/Data Entry -03/94-06/95

Cold calling to prospective clients for automobile quotes. Promoted to entering data for production of quotes

Jack in the Box-Tennyson Road Hayward

Cashier in faced past environment at various hours including graveyard.
Packaged and Distributed food.

Education and Licenses

High School Diploma

Licensed California Real Estate Agent #01374396

Continuing Education Classes –Risk management, Consumer protection

Servsafe Food Safe Handler Card 1/9/17

References

Available upon request

Letters of commendation