

AMY TOWILLIS

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PROFESSIONAL SUMMARY

Experienced Real Estate Broker with a background in the computing industry and over 17 years' experience in real estate. Seeking to continue education and expand expertise in real estate development.

EXPERIENCE

MANAGING BROKER/OWNER, RHINO ROZ REALTY

MARCH 2008 – PRESENT

- Manage and operate all daily real estate activities for real estate brokerage
- Negotiate contracts and pricing
- Maintain professional relationships with lenders, inspectors and escrow companies
- Manage and maintain QuickBooks financials for real estate brokerage
- Communicate with clients to understand timelines and steps needed in transactions
- Track active, pending and sold listings
- Manage real estate agents & assistants
- Educate clients with statistics of activity in their area
- Developed and created eco-conscious living library and radio series

REAL ESTATE AGENT, BRIO REALTY

MARCH 2004 – MARCH 2008

- Create documentation for buyers and sellers packets
- Prepare contracts, leases, net proceeds and market analysis of properties
- Generate real estate business by holding open houses
- Generate real estate business through online leads
- Maintain CRM database of clients and leads
- Attend conferences and seminars on real estate and the green building industry
- Join coaching companies and learn how to generate business through referrals

EDUCATION

SEPT 2022-JUNE 2023

MASTERS OF SCIENCE IN REAL ESTATE

UNIVERSITY OF WASHINGTON

AUG 1996-MAY 2000

BACHELORS OF SCIENCE COMPUTER & INFORMATION SCIENCES

ARIZONA STATE UNIVERISTY

SKILLS

- Ability to work under pressure
- Proficient with Real Estate Contracts
- Customer Service
- Problem Solving
- Residential Home Transactions
- Sustainable Living
- Excel
- QuickBooks

LICENSES & CERTIFICATION

- National Association of REALTORS® Green Designation
- Green Real Estate Specialist - PORTERWORKS, INC
- EcoBroker® Certified
- ePro® Certified - National Association of REALTORS®
- Licensed Managing Real Estate Broker - Washington State Department of Licensing ID 73894

AWARDS

Eastdil Secured Endowed Fellowship in Real Estate- September 2022

Built Green Advocate Award for the Private Sector - September 2014