

Geralyn Lee
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OBJECTIVE:

Capitalize on my Real Estate business background and management experience, which will allow me to provide leadership within an organization. I have a proven track record of capturing the fundamental components of Real Estate Acquisitions and coordinate permits and other regulatory components during time sensitive projects.

TECHNICAL SKILLS:

- Real Estate (Complex negotiations, land acquisitions, Building Materials, appraisal reviews, environmental Phase I and Phase II reviews, permitting, zoning, due-diligence and research)
- Human Resources and Benefits manager for over 65 employees
- Property Manager (CPM) managed over 1500 units
- Traveled all over the world and lived on military bases (USAF)
- MSHA / OSHA safety training and inspections.
- Conservation land acquisition, Environmental compliance, regulatory and management
- Ground water monitoring and data collection
- Facilities Leasing Management for residential and commercial
- Appraisal reviews and value determination.
- Proficient in Court house research and legal document preparation.
- Order supplies and manage inventory
- Train others computer programs
- Owned boats / yachts from 19ft to 65ft. Did own maintenance and services
- NAUI Openwater 1 Scuba Diver Registration No. Q215316
- Proficient with Topo USA 4.0 Mapping program.
- Wine collector / Wine maker / Gourmet cook
- DeLorme Software
- GIS mapping (Arcmap 8.2)
- Word, Excel, PowerPoint, Publisher, Photoshop and other MS programs
- Excellent verbal, written, presentation and interpersonal skills.
- Good organizational skills, strong negotiation skills, confident and aggressively seeks new business.

PROFESSIONAL EXPERIENCE

Youngquist Brothers Rock INC. January 21, 2008 to January 9, 2009

Permitting/ Environmental/ Real Estate Manager/ Regulatory Manager/ HR /Safety (MSHA & OSHA)

- Responsible for compiling, updating, maintaining, and filing all permit applications, variances, plans, reports, and studies required by environmental regulation and law and reclamation. Assist with sales aggregate sales needed.
- Responsible for gathering, interpreting, and informing the Management Team with accurate information regarding the utilization of new or existing raw materials, the use of fuels, and monitoring Plant environmental status.
- Assist in the engineering design and implementation of process modification(s) to insure environmental compliance.
- Responsible for the application / maintenance of all permits and variances associated with environmental issues.
- Prepare and submit reports to County, State, and Federal agencies concerning plant projects and / or legislative requirements.
- Observe operations of Plant (including monitors) and report breakdowns, upsets, and request variances for any APCD or permit violation.
- Participated in public meetings and hearings as required.
- Act as Company representative to professional and industry organizations concerning environmental issues.
- Ordered environmental supplies as needed
- Make feasibility studies and develop budgetary estimates for management on assigned projects.

- Develop significant data, write reports, and make recommendations, which can be used by management as a basis for making decisions on environmental issues.
- Oversee timely and accurate mandatory annual reports required by environmental laws (s) and/or agencies.
- Comply with company safety rules and regulations and wear proper safety equipment while on plant grounds. Safety equipment means clothing and apparatus including, but not limited to hardhat, safety glasses, ear protection, safety shoes, back support belts, gloves and respirators. Train all personal in MSHA / OSHA rules and regulations.
- Work with engineers on plans to obtain Development Order, MCP and company projects.
- Handle all Human Resources and Benefits for over 65 employees.
- Abate County issues to keep company free and clear of violations.
- Work with owners and CEO on current and future projects
- Manage large tracks of Land all over Lee and Hendry County
- Anything deemed necessary to complete the success of projects.

B & G Landholdings LLC, September 2006 – December 2007

General Manager for land Acquisition

- Purchasing lots and large tracts of raw land for Builders, Developers and Investors.
- Negotiate deal terms and manage the contractual aspects from contract execution to closing.
- Network with investors, land owners, realtors/agents, land buyers, competitors, and brokers to ensure monthly acquisition and sales goals are met.
- Collect data and conduct feasibility studies on available residential land.
- Be responsible for all facets of marketing to acquire and sell land.
- Negotiate with land owners
- Phase 1 and Geo tech reviews
- Build up new client data base
- Contract preparation
- Review Zoning options.
- Review Closing Documents
- Work with Builders, Investors and Financial institutions
- Research cost for materials, Building Materials, wood, linsulspan products, energy, dry wall / sheet rock, concrete, order supplies and manage inventory etc.
- Market Research and Due-diligence
- Permitting valuations and implementation.
- Marketing (produced ads and marketing materials)
- Anything else deemed necessary to complete task.

PROFESSIONAL EXPERIENCE:

Ryland Homes , March 2006 to September 2006

Land Administrator

- Supported the Land Department and Construction Department.
- Market Research and lot takedown
- Set up closing
- Worked with internal corporate Lawyers
- Land evaluations (order and review GEO Tech's and Phase I and Phase II evaluations)
- Managed Construction liens and releases with contractors
- Worked on preparing hearing documents to have city council approve new request to variance.
- Reviewed Lot fits
- Worked with permitting & zoning issues.
- Worked with Division President on special projects
- Worked with Land Manager and Asst. Land Manager on all land projects.
- Supported Construction Manager to make sure all documents were submitted.
- Worked with venders and processed work orders invoices for different sites.
- Anything else deemed important and with time sensitive deadlines.

The Nature Conservancy 2000 - 2006

Land Acquisition Specialist

- Assist the Conservation Associate in the preparation of project packages for all properties in the Coastal Preserve System to present to the Board members.
- Negotiate contracts, purchase selected properties and prepare options with legal staff.
- Property inspections to determine value of property and any harmful environmental issues.
- Plan in wetland Restoration programs with partners.
- Develop systems and procedures to better office functions.
- Assist in event planning and catered for special event
- Research and coordinate all initial landowner contact in the Coastal Preserve System.
- Maintain files and databases for all protection activities in the Coastal Preserve System.
- Work with USF&WS to coordinate acquisitions in Grand Bay National Wildlife Refuge.
- Analyze vast amounts of data into relevant statistics.
- Liaison with the office of the "Secretary of State" and the "Department of Marine Resources".
- Protect the Natural resources of the Coastal Preserve System.
- Worked with senior staff to develop new budgets for various departments.
- Assist with relocation of land owners when needed.
- Guest speaker in seminars (How to locate sensitive land and negotiate with private land owners)
- Make maps on DeLorme software and Arc GIS.
- Review appraisals

OTHER RELAVANT EXPERIENCE:

- RE/MAX agent with RE/MAX Real Estate Partners, 1998-2001
- Assisted Top RE/MAX Broker, 1998
- Office Coordinator Manager for Ellis Branch Realtors, 1998
- Assisted Top Long & Foster Broker, 1995-1998
- Senior Loan Officer and Sales Specialist for Mortgage Investment Corporation, 1992-1995
- Managed 1500 unites, maintenance, Leasing Management San Jose, Ca for Prometheus Real Estate Group 1985 – 1992

EDUCATION/TRAINING:

- Attend classes and workshops on GIS and Mapping, 2004 - 2005.
- Attended seminars and workshops on Environmental and Natural Resources. 2000 - 2005
- Jackson County Junior College (Real Estate), 1998
- George Mason University – (Marketing, Purchasing, Desk-top), 1993 – 1994
- University of South Alabama and Jackson County Junior College – Nursing, EMT), 1980 – 1983