

Kimberly A. Gordon

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Summary of Qualifications

- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.
- Comfortable in speaking and teaching positions

Experience

Real Estate Paralegal/Title Closer

- Phoenix Law Partners Fort Myers, Florida
- Acquisitions of Condo/Hotels and other large commercial properties for Cay Clubs International LLC primarily in Key West, Florida
- Liaison between developer/builder and buyer/investor
- Preparation of critical timelines and due diligence charts
- Preparation of commitments, closing documents, and final policies, title examination

Owner/Instructor

- CMI Educational Services, Walled Lake, Michigan
- State approved Real Estate Instructor for Pre-Licensure, Continuing Education, Fair Housing and Contract Law
- Responsible for all advertising and marketing
95% Broker re-enrollment in first year

Manager/Sales Agent

- Bainbridge Incorporated, Walled lake, Michigan
- Sales Agent Recruiter
- Top Producer 2003-2005
- Sales Manager/Area Trainer
Handled advertising and promotional needs including hosting a Real Estate Radio show

Education Special Skills

Walled Lake Western 1983-1987 Diploma

Middleton Real Estate Training 1990 Michigan R.E License

Attorney's Title 2007 (PCAP) Doubletime, ATIDS

Special Skills

Microsoft Office products (2000-XP Office), Doubletime Closing Software, Ramquest Closing Software, Point2Agent Web Design software, HTML/XHTML, Adobe products, Able to Create Powerpoint Presentations and Mac Presentations, Notary Public State of Florida