

Patricia C. Hayes

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SUMMARY OF QUALIFICATIONS

Over 20 years of success in Real Estate endeavors and Plumbing & Electrical business owner. Keen ability to build relationships with diverse clients, Professional and Motivated with Strengths in Problem Resolution. Flexible and adaptable to changing priorities, Personable, Customer service focused, Positive attitude, able to go above and beyond for Customer Satisfaction, Attention to detail, problem solving and negotiation skills, Reliable and able to take the initiative. Experienced in Preparation of Sales and Leasing contracts. Also Skilled in Staff Recruitment & training, Payroll, Accounts payable, Accounts Receivables, Computer, Preparation of Financial Statements, Managing Vendor/supplier relationships.

PROFESSIONAL EXPERIENCE

Real Estate

Licensed Realtor since 1977. Accomplished in Property Management for over 150 Rental Units in various locations. Strategic Sales & Marketing of General Real Estate, Commercial Development and Commercial Sales, International Sales, Development of Subdivisions and Multi-Family Projects. Conduct meetings with Engineers, County Attorneys, Architects and Owners using tact and diplomacy. Designing, Planning, Zoning & Development Orders, Building Codes, Knowledge of Plans and Blue Prints. Adept at working with Bankers, Mortgage institutions and Property Management Companies. I presently hold my license at Downing-Frye Realty in Naples, Florida.

Business Owner

Owned and operated Hayes Plumbing & Electrical Contractors , Georgetown, Ky and South Florida Plumbing, Naples, Fl. 1976 - 1993

Supervisory and Managerial Experience includes:

Human resources, Staff Recruitment and training, Public Relations with Customers, Builders, Employees, Managed daily Operations of Service Division , New Construction and Plumbing Fixture Sales.

Skilled in Payroll, Accounts payable, Accounts Receivables, Computer, Preparation of Financial Statements, Resolving Customer issues and Managing Vendor/supplier relationships.

VOLUNTEER WORK

Big Sisters of America

Collier County School System - 12 years

Parent Teacher Organization

Ft. Myers Beach Chamber of Commerce - Christmas for Needy Children organized with Ft. Myers Beach Fire Department