

Geralyn Lee
2470 Round Table Court, Fort Myers, FL 33912
(239) 433-2470 Home or (239) 738-0212 Cell

OBJECTIVE:

Increasingly responsible position that will allow me to contribute more of my proven business skills.

TECHNICAL SKILLS:

- Real Estate (Complex negotiations, acquisitions, permitting, zoning, due-diligence and research)
- Conservation land acquisition and management
- Facilities Leasing Management for residential and commercial
- Proficient in Court house research
- Train others computer programs
- Proficient with Topo USA 4.0 Mapping program.
- DeLorme Software
- GIS mapping (Arcmap 8.2)
- Word, Excel, PowerPoint, Publisher, Photoshop

PROFESSIONAL EXPERIENCE

B & G Landholdings LLC, 2006 – November 1, 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, wood, linsulspan products, energy, dry wall / sheet rock, concrete, etc.
- Market Research and Due-diligence
- Permitting valuations and implementation.
- Marketing (produced ads and marketing materials)
- Anything else deemed necessary to complete task.

Ryland Homes , 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 vendors and processed work orders invoices for different sites.
- Anything else deemed important and with time sensitive deadlines.

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PROFESSIONAL EXPERIENCE:

The Nature Conservancy 2000 - 2006

Land 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.
- 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 facilities 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