

**NANCY LEE POSPELOV**  
**1227 Donna Drive Fort Myers, FL 33919**  
**239.357.0737**

**Experience**

**Beazer Homes - Fort Myers, Florida**  
**New Home Sales Counselor**

- On site sales agent

**KB Home - Fort Myers, Florida**  
**Performance Coach**

- Certified new sales agents in KB Fastrac training program
- Evaluated new and existing agents performance by use of the Sales Score Card
- Conducted and evaluated mystery shops on agents and retrained as needed.
- Provided weekly trainings for agents in areas of construction, sales techniques, mortgage customer satisfaction, and setting proper expectations of the building process.
- Additional job responsibilities included conducting CMA's for each neighborhood, SIMS Lead (systems information management- used to write contracts, track traffic, and for lead management), working with legal to correct contract documents, and being the point of contact for the division for the new KB Pricing roll out and all related trainings. I also completed the train the trainer program in Pomona, California. Team Leader for Community team meetings.

**Sales Agent**

- Maintained a backlog of sales roughly equal to two quarters of expected deliveries and met all conversion rates for the traffic
- Followed up for clients in backlog including weekly updates on homes, problem solving, and setting proper expectations
- Lead generation and effective broker outreach
- Sold benefits of KB Home Studio and Mortgage
- Performed mortgage prequalification to assure buyers worthiness
- Participated in community team meetings to ensure highest customer satisfaction ratings
- Used market research surveys to understand buyer preferences, and provide feedback to help the division with pricing which maintains the needed variable contributions

**Cross Country - Boca Raton, Florida**  
**Housing Co-Coordinator**

- Placed traveling nurses in housing in the California and Wisconsin area

**J.C. DeNiro International Realty - Boca Raton, Florida**  
**Broker Salesperson**

- Represented sellers and buyers
- Prepared contracts for offers
- Analyzed statistics of market conditions
- Marketed properties

**W. Steve Simmons Co., Inc. - Huntsville, Alabama**  
**Sales Counselor**

- Responsibilities included working with all potential clients, and walk-in traffic for upper-e (220K+) patio home development
- Executed contracts for new home sales
- Served as builder/customer liaison during construction
- Marketed the development to potential clients and the Realtor community

## **Stonemark Development-Triad Properties - Huntsville, Alabama**

### **Sales and Marketing Director**

- Managed portfolio of properties
- Responsible for advertising, creative promotional ideas, and projecting and planning marketing expenses for upper-end residential community (\$250K+) homes
- Solicited Realtor participation, handled all listings and sales and attended closings
- Worked with builders and purchasers on slope development requirements
- Participated in trade shows

## **Breland Homes - Huntsville, Alabama**

### **Sales Counselor**

- Supervised sales and prospecting for Creekwood subdivision
- Pre-qualified potential buyers, prepared sales contracts, edited blueprints to reflect buyers' changes, and worked as builder/customer liaison.
- Solicited Realtor participation, handled all listings and sales

## **Education**

- Alabama Real Estate License and Post-license training, 1996
- Florida Real Estate Broker license, 2000
- Tom Richie Sales Training- through Breland Homes
- American Council on Exercise Certified Personal Trainer
- The University of Alabama at Huntsville, Huntsville, AL. Junior status, Biology major, Russian minor, 1994
- Gulf Coast Community College, Panama City, FL. Course work in biology 1992-1993
- Training on how to run day camps, through Girl Scouts-New York 1993
- Training on how to give presentations and work with children, U.S. Space and Rocket Center 1991, 1994

### **Professional Affiliations:**

Member: National Association of Realtors  
Florida Association of Realtors  
United States Figure Skating Association  
Professional Skaters Association