

JEAN RAYMOND
10704 AVILA CIRCLE
FORT MYERS, FLORIDA 33913
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SUMMARY

Former teacher, sales associate and office manager with a proven ability to manage and motivate. Exceptional communication and organizational skills. A dependable, hard-working professional with a strong desire to deliver consistency. Excellent work ethic and a team player. Very trainable and able to work independently.

PROFESSIONAL EXPERIENCE

ANTHONY GIZZI REAL ESTATE APPRAISALS, INC 2003-PRESENT
2002 DEL PRADO BLVD S SUITE 100 CAPE CORAL, FL 33990

St Cert Res App RD 5520 12/31/2005
St Res Assist Appraiser RI 10575
FHA Approved

BENDINGER UNIFORMS 1997-2002
FOWLER AVE FT MYERS, FL 33916

- Assistant manager
- Kept inventory books, ordered merchandise, filed.
- Public relations.
- Retail sales.

RTE TECHNOLOGIES, INC 1996-1997
CAPE CORAL, FL. 33901
Office Manager

- Receptionist**
- Basic computer skills.
- Managed all aspects of the business office.

GREATER NEW BEDFORD REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
NEW BEDFORD, MA 1977-1995

- Teacher/Instructor
- Taught sewing and textiles.
- Developed time management skills and set goals.
- Mentored students.

EDUCATION

Bachelor of Science, Framingham State College Framingham, MA
Registered Assistant Appraiser, Academy of Real Estate Education Ft Myers, Fl
State Certified Residential Appraiser, Academy of Real Estate Education Ft Myers, Fl

CONTINUING EDUCATION

VALUING REAL ESTATE IN A CHANGING MARKET 06/02/2007
CONSTRUCTION TERMS AND METHODS 04/25/2008
SOLVING TOUGH RESIDENTIAL APPRAISAL PROBLEMS 04/26/2008
NATIONAL USPAP UPDATE 06/06/2008
FLORIDA LAW UPDATE 06/07/2008
SUPERVISOR/TRAINEE ROLES AND RELATIONSHIPS 06/07/2008

TECHNICAL SKILLS

Basic Windows

REFERENCES

Available Upon Request