

# KEIDRICK COLE

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Long Beach, CA 90807

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## Residential Licensed Appraiser

Cross-Functional Experience & Expertise

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### PROFESSIONAL AFFILIATIONS

- California Real Estate Licensed Appraiser- License No. AL035009
- California Real Estate Salesperson - License No. 01353973
- IRS-Approved Tax Professional - License No. P00376274
- California Notary Public - Commission No. 1557481
- California Association of Realtors
- Inglewood Board of Realtors
- National Notary Association

### REAL ESTATE TRAINING

Detail-oriented, efficient, and versatile work ethic. Possesses understanding of the real estate sales process including lending, disclosures, inspections, and appraising. Results-focused and effectual leader with the proven ability to complete projects in a timely and professional manner.

#### Sales Training

- Real Estate Practice
- Real Estate Property Management
- Real Estate Finance
- Real Estate Economics
- Legal Aspects of Real Estate

#### Appraisal Training

- National Uniform Standards of Professional Appraisal Practice (USPAP)
- Appraisal Mathematics
- Appraisal Principles & Techniques
- Appraisal Fundamentals II

### FORMAL EDUCATION

#### UCLA

**Bachelors Degree, Sociology and Communications Studies, June 2001**

**Coursework:** Business Statistics, Business Law, Sociological Research Methods, English Composition, Business Writing, Criticism and the Public Arts, Mass Media Law

**Leadership:** Chair, ONYX of UCLA; **Student Board Member**, ASUCLA Communications Board; **Internal Public Relations Coordinator**, African Student Union of UCLA; **Editor**, NOMMO Newsmagazine; **Site Coordinator**, SHAPE Outreach Program; **Team Leader**; Intramural Basketball League

## WORK EXPERIENCE

*Licensed Residential Appraiser, The Appraisal Alliance*

**06/04-present**

- Served as Independent Fee Appraiser for firm specializing in appraisal of 1 to 4 family residential properties in Los Angeles County
- Marketed company's services to lenders and clients in presentations and workshops
- Shot interior and exterior subject photos and comps, sketched property layouts with Apex
- Utilized WinTOTAL to complete URAR, Residential-Income, Condo, and 2055 reports

*Realtor, West Coast Estates*

**06/02-06/04**

- Built strong rapport with customers through effective communication and problem-solving, resulting in numerous referrals
- Drafted and negotiated sales and purchase contracts
- Expanded customer base through a variety of effective sales techniques
- Managed all public relations, marketing, and sales for Southwest Los Angeles, and Inglewood region
- Developed several funding proposals for lending institutions

*Leasing Manager, Edgeland Properties*

**01/03-11/03**

- Marketed properties to potential tenants through print and internet advertising
- Coordinated and scheduled the use of common areas for meetings, classes, conferences, and other special events
- Interacted with, and served as liaison between architects and general contractors during construction of new apartment complexes
- Developed and implemented filing systems to maintain records on employees, equipment inventories, and compliance activities

*Tax Professional, Lawrence Financial*

**02/01-01/03**

- Prepared income tax return forms for individuals and small businesses
- Reviewed financial records, such as prior tax return forms, income statements and documentation of expenditures to determine forms needed to prepare return
- Advised management regarding effects of business activities on taxes and on strategies for minimizing tax liability
- Allocated and posted details of business transactions to subsidiary accounts in journals and computer files

# COMPUTER SKILLS

(PC & MAC)

Proficient in Outlook & Lotus Notes, internet research, scanners, Xerox copiers, fax machines, WinTOTAL, ACI, Apex, Microsoft Word 2000, Microsoft Excel, Microsoft Powerpoint, Microsoft Access, Microsoft Publisher, QuickBooks, Corel WordPerfect, Now Up-To-Date, FileMaker Pro, QuarkExpress, Adobe PhotoShop 6.0

## PROFESSIONAL REFERENCES

Rufina Guinto  
**First Nations Funding**  
5(62) 498-7475, x222

Reginald Ferguson  
**Countrywide Home Loans**  
(323) 630-6797

Ramiro Lopez  
**Nationwide Funding**  
(310) 404-7989

Robert Flannigan  
**Re/Max**  
(310) 692-0409

Ozzie Okudan  
**First Choice Real Estate**  
(619) 227-6077

Richard Chung  
**Premier National Mortgage**  
(714) 625-9499

Liz De La Torre  
**Wells Fargo**  
(310) 780-8615

## FEES

**SFR/CONDO: \$350**

**2-4 UNITS: \$600**

**FHA/REO: \$450**

**442/1007: \$75**

## CLIENT LIST

*Provident Bank*

*Wells Fargo*

*Countrywide*

*Bank of America*

*Branch Banking & Trust*

*Titanium Solutions*

*LandAmerica*

*First American Real Estate*

*Digital Federal Credit Union*

*Precision Lending Group*

*Capital One Home Loans*

*Landmark Financial*

*JP Morgan Chase Bank*

*ING Direct*

*Pentagon Federal Credit Union*

*Citi Home Equity*

*Key West Lending*

*Washington Mutual*

*Set2Go Loans*

*IndyMac*

*Accredited Home Lenders*

*Webster Bank*

*Midland Bank*

*East West Lending*

*Pacific Financial*

*National City Mortgage Corporation*

*Clarion Mortgage Capital*

*Cross Mortgage*

*Equity International, Inc.*

*CTX Mortgage*

*Pacific Wholesale Mortgage*

*Equity Solutions*

## DATA SOURCES

**Realquest NDC Dataquick**