

Amy Cook

465 NE Midvale St.
Port St. Lucie, FL 34983
(772) 224-1484
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SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office and Web applications.
- Possesses excellent communication and inter-personal skills.
- Pays acute attention to detail while maintaining efficiency.
- Works well independently and as a team member.

PROFESSIONAL EXPERIENCE

Keller Williams Realty

Licensed Real Estate Sales Associate

Port St. Lucie, FL

July 2015 to Current

- Lease and sell real estate.
- Database management and marketing.

Title Abstractor

Title Search and Examination

Multiple Counties, PA

2008 to 2015

- Bring downs, lease title and due diligence.
- Title opinions and curative for drilling operations.
- Analyze and review title reports.
- Create and manage Excel databases and prepare reports.

Licensed Mortgage Broker

Branch Manager

Fort Pierce, FL

2002 to 2008

- Complete loan applications and review loan options with borrowers.
- Originate mortgage loans and complete second mortgage closings.
- Support client relationships and obtain new business.
- Manage and maintain third party and lender relations.

EDUCATION

Pennsylvania State University

Bachelor of Arts in Law and Society

World Campus, PA

September 2012 to May 2016

Pitt Community College

Associate of Arts in Business Administration

Greenville, NC

September 1997 to May 1999

REFERENCES

Leah Carson, Keller Williams Realty, Market Center Administrator, (772) 236-5700
Bonnie Meade, Title Search, Independent Contractor (570) 278-3162
Bill Franklin, T. S. Calkins & Associates, Inc., Supervisor, (814) 558-6786