

Dawn Zurick Beilfuss

Contact Information

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15810 IL Rt. 173 #2F, Harvard, IL 60033

Professional Summary

With over 40 years of experience in customer service and healthcare, and 20 years in real estate, I have developed a deep understanding of the needs of individuals in various environments. My expertise includes implementing procedures in medical settings, managing intake processes, ensuring HIPAA compliance, handling insurance matters, and maintaining patient records. Additionally, I have strong negotiation and problem-solving skills, recognized through awards in consumer and residential loans. I am committed to continuous improvement and strive for perfection in every role I undertake, making me a valuable asset to any organization.

Professional Licenses & Certifications

Regulatory Compliance

- Certified Pharmacy Technician (CPhT, Illinois State License, 1996)
- Licensed Managing Broker, Illinois (IDFPR, Issued: 10/2017 - Current)
- Licensed Managing Broker, Wisconsin (DSPS, Issued: 2018 - Current)
- Licensed Real Estate Agent, Illinois (IDFPR, Held: 2006 - 2017)
- Certificate in Sexual Harassment Prevention Training (completed April 2025)
- Mortgage Residential and Consumer Loans License (Illinois State License)
- Notary Certificate (held twice)

Professional Certifications

Industry-Specific Certifications

- GRI (Graduate, REALTOR® Institute)
- SFR (Short Sales and Foreclosure Resource)
- e-PRO (Digital Marketing Certification)
- CDPE (Certified Distressed Property Expert)
- SRS (Seller Representative Specialist)
- C2EX (Commitment to Excellence)
- BPO (Broker Price Opinion)

Professional Experience

(Listed in reverse chronological order)

Trainer/Manager

Organization -

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Industry: Leadership

Primary Responsibilities:

- Checked out waitstaff
- Reconciled cash, credit cards
- Managed tip disbursements
- End-of-night closing balance
- Kitchen preparation and cleaning
- Inventory assistance
- Flexible support across positions

Demonstrated Achievements:

- Consistently met or exceeded performance targets

Admin for Central & Eastern Coast AVPs

Vylla - Corporate Address Required

02/2024 – Present

Location: Corporate Address Required

Industry: Leadership