

Reggie Lopez

Highly motivated candidate and avid computer scientist

66 Caryl Ave, 3A
Yonkers, NY 10705
(917) 687-4027
lopezrme@gmail.com

EXPERIENCE

D. Baum & Co., White Plains, NY — *Client Services Coordinator*

Sept. 2015 - PRESENT

- Responsible for relocation efforts of international and national C, mid, and entry level employees for companies such as Criteo, L'Oréal, and Société Générale
- Coordinate orientation with prospective transferees to the New York Metro market
- Strong ability to work both independently as well as on a team
- Extensive experience with both international and domestic employment relocation

Fidelity National Financial, Jupiter, FL — *Escrow Officer*

Oct. 2014 - June 2015

Escrow Officer

- Managed the progress of real estate transactions from contract to closing in a high paced environment while coordinating with multiple third parties
- Educated buyers and sellers to guide them through the settlement and escrow process
- Ensure documents and records are complete and in compliance with national, state, and company settlement procedures

Realtor's Association of the Palm Beaches, West Palm Beach, FL — *Membership Coordinator, MLS Coordinators*

Dec. 2012 - Oct. 2014

- Coordinated the expansion of a Microsoft CRM(RAMCO-AMS) database to work in conjunction with FLEXmls and SupraNet databases
- Created an IDX management system within RAMCO-AMS database of over 3,000 licensees and vendors
- Association contact for Internet Data Exchange and issuer of RETS access credentials
- Maintain professional communication channels through email campaigns using RAMCO-AMS with Realtor brokers/agents as well as IDX vendors
- Consistently and accurately, met and exceeded, multiple long-term and short-term deadlines in regards to membership processing and database projects

EDUCATION

Florida Atlantic University Boca Raton, FL

Jan. 2007 - Dec. 2011

Mechanical Engineering

Political Science

German Language and Culture

SKILLS

Advanced Microsoft Office(Excel),
Microsoft CRM, Database
Management, Salesforce

Amateur Coder/Web Developer:
Javascript, JQuery, AngularJS, Python,
Ruby on Rails, HTML/CSS