

alicia hermez

1910 Barrymore Cmn #F • Fremont • California 94538 • Tel (510) 677-8909 • ahermez@ymail.com

OBJECTIVE

COMPUTER PROGRAMMER: – Coding | Programming Full Stack Web | Developer | JavaScript | Express.js | React | Graphic Design | UX/UI | HTML | CSS | APIs | MySQL | Node.js

EMPLOYMENT SUMMARY AND QUALIFICATIONS

REAL ESTATE APPRAISER – Extensive Experience in:

- Proficient in valuation services for Residential and Small Income properties using respective URAR forms
- Knowledge in Uniform Standards of Professional Appraisal Practice (USPAP)
- Trained to inspect Real Estate property including during and after construction to meet plans, specifications and standards
- Data collection, define problems, establish facts, use mathematical concepts and draw valid conclusions
- Interacting with Loan Officers, Lenders, Underwriters, Clients and Contractors

FINANCIAL SERVICES

- Processed considerably large number of loan applications for sizeable Financial Service Corporation
- Acquired knowledge in Debt Management - Long Term Care - Personal Financial Analyst - Defined Benefit Plans Disability Income Insurance - 401 (k) Plans - Life Insurance Comparisons and Underwriting - Business Insurance
- Maintained state compliance and regulations for NASD, CA Department of Corporations and Life Insurance Dept.

MANAGEMENT

- Supervised production of debt, asset and protection management for over 20,000 agents
- Managed office for CEO and Co-Founder of marketing division of one of Fortune 500 company
- Conceptualized and created *paperless system* entailing over 5,000 PDF files for agent and clients
- Successfully managed simultaneous task in fast pace environment
- Executed training seminar for over 2,000 people coordinating hotel accommodations, meals, transportation, airfare, outdoor activities, kids events, meeting space and leisure time

SKILLS

- Proficient in English and Spanish
- Capable of managing multiple projects
- Possess excellent written and verbal communication
- Extremely detailed oriented, diligent, focus, meticulous and goal oriented
- Adept at maintaining professionalism and confidentiality at all times
- Strong computer knowledge in WinTotal, Apex, MS Office and Web based applications

EMPLOYMENT HISTORY

Real Estate Evaluation Services

- Valuation Vendor/Independent Contractor 06/08 – Present
- FHA Designation
- A-Appraise, LLC – Appraiser AT, AL, AR 01/06 – 06/08
- ACE Appraise, LLC – Appraiser, AT 02/05 – 01/06

Administrative Assistant – R. H. Crossland & Associates

08/00 – 12/05

Office Manager/Financial Analyst – Prime/Financial Institution

1987 – 08/00

Member Organization: NAA, REAA (Board Member)

Education and Training

- Coding/ Computer Programming - UC Berkeley Extension
- California Certified Residential License (AR036632) - Federal Housing Administration, Approved
- California Real Estate Appraiser License (AL036632)
- California Real Estate Appraiser Trainee License (AT036632)
- Real Estate Appraisal Course – Allied Business School (A.Q.B.)
- American Financial Educator School
 - Department of Corporations Brokers License
 - Property & Casualty Insurance License
 - California Life Insurance License

References: Available on request