

# Carlie Berry

Austin, TX | 361-331-2395 | carlie.berry@yahoo.com

Portfolio – carlieberry.com

## PROFESSIONAL EXPERIENCE

### Senior Sales Admin & Transaction Coordinator

#### Kuper Sotheby's Intl Realty | August 2018 – Current

- Texas Real Estate License
- Leads a team of 5 Sales Administrators across 5 Austin offices, including new hire training and onboarding
- Processes Real Estate transactions from beginning to end, TC / Contract to Close
- Maintaining Brand and Legal compliance across various platforms and websites
- Preparing and editing marketing content, online and in print
- User Experience Research for our back-end management system, Brokerage Engine

### UX Designer & Marketing Specialist

#### Freelance | August 2018 – Current

- Creating mostly online content for various Real Estate Agents
- Maintaining Legal and Brand compliance in all designs

### Business Office Specialist

#### Children's Cardiology Associates | December 2015 – August 2018

- Obtaining Insurance Verification & Authorizations
- Medical Billing & Coding

### Admissions Specialist

#### Corpus Christi Rehabilitation Hospital | October 2013 – December 2015

- Facilitating all patient referrals, hospital admissions, and patient discharges
- Obtaining Insurance Verification & Authorizations
- Medical Coding & Billing

## EDUCATION

UX/UI Design Bootcamp, University of Texas | 2019

Texas Real Estate License

Texas Notary