

Carlie Berry

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

Portfolio - <https://carlieb889.github.io/CarlieBWorks/>

PROFESSIONAL EXPERIENCE

Senior Sales Admin & Transaction Coordinator

Kuper Sotheby's Intl Realty | August 2018 – Current

- 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