**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