

## DAVID CASSIDY

Email: [dcass78@yahoo.com](mailto:dcass78@yahoo.com)

Phone: 317-538-7790

### PROFILE

A personable and articulate individual with a proven experience in various roles from valuation analyst, real estate sales agent, a freelance subcontractor to president in different corporations. Effective communication and interpersonal skills enhancing the ability to work in a diverse environment. A keen and knowledgeable individual with a solid understanding of the industry and critical practical experience.

### KEY ATTRIBUTES

---

- Process Development
- Client Management
- Change Analysis
- Business Administration
- Business Development
- Records management
- Policy Analysis
- Report Development
- Scheduling

### EDUCATION QUALIFICATION

---

**Indiana Real Estate Broker**

**Jan-Dec 2010**

Attained a Certification in Real Estate Sales

### PERSONAL ATTRIBUTES

---

- ✓ Reliable and Honest: Strong ethics and morals that ensure integrity, reliability, honesty, and ability to carry out tasks responsibly.
- ✓ Time Management: Effective prioritization and time management through task allocation and recording in daily to do lists and diaries.
- ✓ Effective Communication Skills: Articulate and responsive to diverse styles of communication as applicable to teams and clients.

### PROFESSIONAL EXPERIENCE

---

**Paul Davis Restoration**

**Sept 17- present**

- Managed projects for insurance disaster restoration and remodeling
- Estimated, scheduled, coordinated, and assisted in completing all projects
- Hire and manage subcontractors
- Responsible for approving invoicing and account receivables
- Ensure all timelines are met
- Ensure projects are within budgets
- Order all materials for projects and ensure materials are onsite for subcontractors

REFERENCE AVAILABLE UPON REQUEST

**SLS Mortgage Servicing-Phoenix, AZ****May 16 — September 17****Valuations Analyst**

- Managed Valuations department
- Overseeing and facilitating company's ordering and tendering processes
- Implementing various order and preparing exception reports
- Building QA logic within dynamic ordering system to accommodate various investor guidelines
- Resolving billing issues by reconciling data with past invoices
- Implementing various checkpoints to minimize risk
- Coaching various associates on proper ordering
- Working with various well-known investors on valuations issues
- Main point of contact for five external vendors, consisting of providing feedback for performance and quality
- Quality assurance on various valuation results to make sure proper data and documents are included per investor guidelines

**Highgarden Real Estate-Indianapolis, IN****Dec 10 – May 17****Real Estate Sales**

- Negotiated best possible deals for clients
- Communicated with title companies to facilitate property sales
- Analyzed and ensured HUD purchase statement was correct and all fees accounted for
- Analyze property condition and market trends to assure highest net proceeds for clients
- Handled incoming and outgoing expenses
- Completed BPO's (Broker Price Opinions) for mortgage banks and servicers
- Listed properties for clients
- Analyzed purchase contracts to make sure fiduciary duties were met for each client
- Showed homes to clients
- Performed open houses
- Qc'd BPOs to ensure all points of data were satisfied properly
- Set up home warranties for clients
- Reviewed inspection lists and negotiated with sellers
- Assisted other agents with inspection responses

**Newkirk Realty-Indianapolis, IN****Jan 08— Dec 10****Real Estate Sales**

- Facilitated liquidations of Real Estate for several mortgage banks and servicers
- Negotiated Real Estate Sales to achieve highest net proceeds for clients
- Communicated with title companies to facilitate property sales

**DCC Enterprises INC-Carmel, IN****Apr 02 — Apr 09****President**

- Supervised and assisted in completion of projects for multi-million-dollar new construction housing companies including warranty/service work
- Handled all aspects of operations along with business partner
- Estimated, scheduled, coordinated, and assisted in completing all projects
- Hired and managed subcontractors
- Performed risk management and quality control as needed
- Supervised invoicing and account receivables
- Oversaw payroll on a weekly basis
- Conducted weekly meetings with decision makers of various large homebuilders locally

**REFERENCE AVAILABLE UPON REQUEST**

**Cassidy Construction-Carmel, IN**

**Aug 00 — April 02**

**Freelance Subcontractor**

- Completed pre-scheduled projects.
- Duties included gathering materials
- Remodeling of homes, and new home punch-out
- Performed risk management and quality control as needed
- Supervised invoicing and account receivables
- Conducted weekly company meetings
- Customer service
- Responsible for incoming and outgoing expenses

REFERENCE AVAILABLE UPON REQUEST