

PATRICIA K BRANDON

Real Estate Broker Associate - REALTOR®

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Licensed and professional residential REALTOR® providing top notch experience and high level skills regarding client support and communication, guidance in strategy and negotiation, data collection, research, and analysis, problem solving, contract accuracy and compliance, print and Internet marketing, as well as coordination and multitask management.

PROFESSIONAL EXPERIENCE

REALTOR® / BROKER ASSOCIATE | RE/MAX of Boulder, Inc. | 2012 to Present | **CO License #100039762**

- Provide exceptional customer service to guide clients through the home buying and selling process while ensuring a high level of accuracy and confidentiality
- Develop marketing materials to generate leads, maintain clients, gain referrals
- Experience with a variety of residential property types: single family, condos, townhomes, farm and ranch, mixed use communities, and new construction
- Real estate programs: CTMe, DocuSign, IRES, LoneWolf, Matrix, Showingtime, SkySlope, SureClose

ADMINISTRATIVE ASSISTANT | RE/MAX of Boulder, Inc. | 2003 to 2007 & 2010 to 2012

- Listing management and transaction coordination, including data entry, file auditing, calendar and contract organization
- Documentation auditing to ensure Federal, State, and Local compliance (ie. annual forms purge and organization, EPA LBP audit, attorney review follow up)
- Stepped into leadership role in the absence of the Office Manager
- Earned a solid reputation throughout the office as a professional willing to always go that extra mile
- Assisted in hiring and training of staff

EMPLOYEE HEALTH SERVICES INTERN | All Children's Hospital | 2009

- Developed "ACH (Always Choose Health)," the health and wellness portion of the All Children's employee intranet
- Coordinated all aspects of the "Cold Turkey" cafeteria event to highlight the Great American Smokeout®
- Co-taught Fit4AllKids, a 9-week class series on constructing healthy lifestyle changes

EMPLOYEE WELLNESS INTERN | Poudre Valley Health System | 2009

- Performed extensive research on weight and stress management programs and composed informative articles on Heart Health for weekly and monthly internal newsletters
- Designed engaging educational resources focusing on the benefits of proper time management practices, stress management, heart health, smoking cessation, and others.
- Composed informative articles on Heart Health for weekly and monthly internal newsletters

WELLNESS COORDINATOR | Hospitality Valuation Services (HVS) | 2008-2009

- Successful at defining individualized wellness programs for 52 employees which entailed providing one-on-one support to assist each employee in achieving their wellness goals
- Created monthly wellness flyers, "Healthy Hearts" cookbook. Presented "Wellness" at annual meeting.

CO-DIRECTOR | Victoria's Secret | 2000 to 2002

- Delivered key leadership, organizational support, and HR functions throughout entire location with a core focus on providing an outstanding client experience
- Co-managed 10-15 total employees depending upon season, 2-4 at any given time

EDUCATION / MEMBERSHIPS

REAL ESTATE LICENSE: Broker Associate | State of Colorado | 2012 to Present | License #100039762

MEMBER: BARA | CAR | NAR | IRES | REColorado

BACHELOR OF SCIENCE: Health & Exercise Science, Health Promotion | Colorado State University | 2010