

Lois Jane Chaveriat

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OBJECTIVE

- Seeking position as Alternative Member of the Board of Review, Lake County, Illinois.

EDUCATION

- **Northwestern University – Evanston, Illinois**
Bachelor of Science – June 2001 GPA: 3.45/4.0
Major: Organizational Behavior/ Minor: Business
Honors: Dean's List
- **Realtors Institute of Illinois - Illinois Association of Realtors**
Professional Designation, G.R.I. Certification - 1995,
Real Estate Law & Finance - 90 hours.
- **Continuing Education, – State of Illinois,**
Real Estate Sales License Renewal - current.
- **H & R Block Tax Course, 2005**
Tax Returns, Income Credits & Schedule Preparation for U.S. Federal & Illinois Taxes

KEY QUALIFICATIONS & TRANSFERABLE SKILLS

- **Computer & Typing skills:** Microsoft Windows 7; Office XP-2007, 2003.
Word, PowerPoint, Excel; Access. Typing - 60 wpm.
SPSS 9.0 Descriptive Statistical Analysis Data Regression.
Adobe PageMaker 6.5 Graphics; HP Scanjet Document Scanner.
- **Strong Interpersonal communication skills:** Extensive customer interaction
creative sales presentations and negotiation of sales contracts.
- **Corporate Training:** Multi-media presentation skills; technical written/verbal
communications and marketing.
- **High Performance Standards:** Attention to schedules, office procedures,
client budgets, deadlines and legal contracts.
- **Project Management and Multi-tasking:** Energetic leader. Able to manage
multiple priorities while coordinating projects and organizing data for maximum
efficiency. Time management and strategic goal setting.
- **Creative Methods:** Ability to work well independently and as team member to
institute and complete goals.

PROFESSIONAL EXPERIENCE

- **Koenig & Strey/Referral Network of IL.** 2000 - 2010
- **Real Estate Agent: Licensed Realtor, State of Illinois; G.R.I.**
Facilitate the Sales and Purchases of residential homes, new construction and vacant land.
Create client relationships. Prepare multi-media presentations. Implement marketing plan.
Utilize statistical data bases and financial statements. Facilitate contract negotiation for
Buyers and Sellers.
- **Koenig & Strey Realty – Lake Forest, Illinois** 1997 - 2000
- **Baird & Warner Real Estate - Lake Forest, Illinois** 1992 - 1997
- **First United Realty – Lake Forest, Illinois** 1990 - 1992
- **Coldwell Banker Real Estate - Lake Forest, Illinois** 1987 - 1990