

Lois Jane Chaveriat

OBJECTIVE ▪ Seeking position as Alternate Member of the Board of Review of Lake County, Illinois

EDUCATION

- **Illinois Property Assessment Institute, Certified Illinois Assessment Officer Designation Coursework Completed:**
 CIAO Basic Assessment Practices, IPAI #002-251
 CIAO Property Valuation, IPAI #002-252
 CIAO Introduction to Mass Appraisal Techniques, IPAI #002-253
 - **Board of Review – IDOR Basic Board of Review Course & Exam**
 - **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
 - **Continuing Education – State of Illinois**
 Real Estate Broker – current
 - **H & R Block Tax Course, 2005**
 Tax Returns, Income Credits, Schedule Preparation for U.S. Federal & Illinois Income Taxes
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PROFESSIONAL EXPERIENCE

- **Alternate Member, Lake County Board of Review** **2010 - 2014**
 Real Estate Property Tax Assessment Appeal Hearings, Seasonal
 - **Koenig & Strey/Referral Network of IL.** **2000 -2015**
 Real Estate Broker Referrals to Berkshire Hathaway Home Services/
 Koenig Rubloff Realty Group
 - **Real Estate Agent: Licensed Realtor, G.R.I. - State of Illinois**
 Facilitate the Sales and Purchases of residential homes, new construction
 and vacant land. Create client relationships. Prepare multi-media presentations.
 Implement marketing plans. 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**
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KEY QUALIFICATIONS & TRANSFERABLE SKILLS

- **Computer & Typing Skills:** Microsoft Windows, Office: Word; PowerPoint; Excel; Access. SPSS 9.0 Descriptive Statistical Analysis Data Regression. Adobe PageMaker 6.5 Graphics. HP Scanjet Document Scanner. Typing – 60 wpm.
 - **Strong Interpersonal communication skills:** Extensive Customer Interaction; Negotiation; Problem Solving; Contracts.
 - **Corporate Training:** Multi-media presentation skills: technical written/verbal/visual communications and marketing.
 - **Project Management and Multi-tasking:** Energetic leader. Able to manage multiple priorities while coordinating projects. Facilitates maximum efficiency through Data Organization, Time management, Strategic goal setting.
 - **High Performance Standards:** Ability to work well independently and as a Team Member to institute and complete goals. Attention to schedules, deadlines and office procedures.
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