

JUDY GARCIA

Waukegan, IL · (224) 430-1391

To serve as a member of the Lake County Zoning Board of Appeals and provide impartial, informed, and effective decision-making in matters related to zoning and land use issues. Utilizing my knowledge of the local community and my background in law (or relevant field), I aim to contribute to the fair and responsible administration of zoning laws, while balancing the needs of property owners, residents, and other stakeholders in Lake County. Ultimately, my objective is to help promote sustainable and equitable development practices, maintain the integrity of the local community, and enhance the quality of life for all residents of Lake County.

EXPERIENCE

NAHREP LAKE COUNTY BOARD MEMBER

SECRETARY 2023-PRESENT

EVENTS DIRECTOR 2022-2022

- Served as Events Director for 2022, successfully planning and executing multiple events for the organization.
- Record-keeping: Maintaining accurate records of all NAHREP Lake County meetings, including minutes, attendance records, and any other relevant documentation.
- Communication: Sending out regular communications to NAHREP Lake County board members, such as meeting agendas, event notifications, and other important announcements.
- Event coordination: Working closely with the Events Director and other board members to plan and execute NAHREP Lake County events, including coordinating with vendors, securing event spaces, and managing event registration.
- Board meeting support: Providing support to the NAHREP Lake County Board of Directors, including scheduling meetings, preparing materials, and assisting with any other administrative tasks as needed.
- Adherence to bylaws: Ensuring that all NAHREP Lake County activities are conducted in accordance with the organization's bylaws and rules of order.
- Other duties: Performing any other duties as assigned by the NAHREP Lake County Board of Directors or the National Association of Hispanic Real Estate Professionals (NAHREP).

2016 TO PRESENT

REAL ESTATE AGENT

- Specialize in residential home sales and some commercial experience in Lake County, IL
- Work with clients to identify and meet their real estate needs, including finding and showing properties, negotiating offers, and managing the closing process

- Maintain strong relationships with clients and stay up-to-date on the latest trends and developments in the local real estate market
- Listing properties: Listing properties for sale or lease, including determining the asking price, preparing marketing materials, and showing properties to potential buyers or renters.
- Representing clients: Representing clients in real estate transactions, including negotiating contracts, advising on market conditions, and providing guidance on legal and financial matters.
- Networking: Networking with other real estate professionals, including other brokers, agents, lenders, and attorneys, to build relationships and generate new business opportunities.
- Research: Conducting market research to stay up-to-date on local real estate trends, including pricing, inventory, and demand.
- Compliance: Ensuring compliance with all applicable laws, regulations, and ethical standards, including fair housing laws, disclosure requirements, and agency relationships.
- Managing transactions: Managing real estate transactions from start to finish, including preparing and reviewing contracts, coordinating inspections and appraisals, and ensuring timely closing.
- Marketing: Developing and implementing marketing strategies to promote properties and attract new clients, including advertising, social media, and email marketing.
- Continuous improvement: Implementing best practices and participating in training and development activities to stay up-to-date with industry trends and best practices.

2014 – 2015

CREDIT ANALYST

CDW

- The Credit Analyst is responsible for reviewing creditworthiness of new and existing customers through an evaluation of any available customer credit information including credit reports, financial statements and other information, in order to establish appropriate payment terms and credit limit for each customer
- Additionally, the Credit Analyst is responsible for periodically reviewing credit limits to ensure they appropriately support ongoing business while managing risk
- Key Areas of Responsibility Research and formulate sound credit decisions by utilizing various databases and/or financial statements to determine a customers' credit worthiness (including internet search to help determine credit worthiness and internal data bases to establish validity of customer)
- Determine and implement appropriate payment terms and credit limit for customers within assigned authority
- Review business cases when customers are past due or over their set limit
- Effectively communicate with internal and external contacts
- Collaborate with Sales and Operations to meet customer requests and effectively negotiate with sales when alternative solutions are needed
- Evaluate credit information and/or first-time cases for new accounts
- Review cases and expiring limits within assigned authority

EDUCATION

LICENSED REAL ESTATE BROKER SINCE 2016

SKILLS

- Client networking
- Contract negotiations
- Time management
- Customer relations & service
- Real estate market analysis
- Exceptional oral and written communication
- Problem solving

REFERENCES AVAILABLE UPON REQUEST