

Jerrie L. Wagner

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Resident of Fairbanks, Alaska for 38 years

Career Summary

20 years experience of administration, business and real estate. Specialize in public relations. Highly dependable, team orientated, exceptionally organized with ability to prioritize workload, and able to work under extreme stress situations.

Professional Experience

March 2006 – Present Wagner Realty, LLC Fairbanks, AK

Licensed Broker

- Assist and represent buyers and sellers in real estate transactions
- Maintain personal website and virtual tours
- Sold \$5,651,200 million in properties – 2007
- Sold \$4,250,700 million in properties – 2008

Attend required continuing education and more

November 2004 – March 2006 MVI Realty Fairbanks, AK

Licensed Realtor

- Assist and represent buyers and sellers in real estate transactions
- Maintain personal website and virtual tours
- Sold over Three (3) million in properties - 2005
- Attend required continuing education and more

May 2003 – December 2003 Roger's Software Development Fairbanks, AK

Office Manager

- Preparation of bid proposal for potential customers
- Assist owners and investors with company growth development plan
- Develop a system to assist customers in opening new salons
- Create listing for potential customers and software competitors
- Prepare invoices, credits, receipts, and bank deposits
- Track customer order shipments and ensure timely delivery
- Answer incoming calls and provide technical support
- Track and collect Accounts Receivable
- Maintain all records for customers and vendors

January 1989 – Present Land & Housing Development Fairbanks, AK

Owner/Operator

- Coordinate all city inspections throughout all building stages
- Negotiate price bids, hire and schedule sub-contractors
- Assist in modifications to home plans
- Responsible for all interior décor of homes
- Arrange pick-up and delivery of all building materials
- Weekly reporting to bank on monetary progress of each pending project

- Prepare advertising for home/land sales
- Creation of Web-Site

January 1991 – February 2000 Hoppner Law Office Fairbanks, AK

Paralegal

- Responsible for approximately 100 personal injury files, contracts, estate, criminal, family law and various other district and federal cases, maintaining strict confidentiality
- Investigate and maintain all aspects of personal injury claims, interview lay witnesses, obtain police reports, medical records, tax reports, school records, employment records, and photographs.
- Review and distribute all incoming correspondence
- Maintain attorney schedules, including travel, deposition appointments and calendar of all court deadlines
- Attend settlement conferences
- Interview potential clients
- Preparation of pleading and documents via dictation
- Design various forms for office procedures
- Prepare daily billing
- Assist in the hiring and training process of incoming office personnel
- Oversee all advertising for the firm

Education

2004 Advantage Alaska Realty Fairbanks, AK

- Real Estate pre-licensing education. Certificate of completion.

1998 Omni Properties Fairbanks, AK

- Real Estate pre-licensing education. Certificate of completion.

1995 – 1997 UAF Fairbanks, AK

- Paralegal Degree (in progress)
- Computer Business Applications
- Method of written Communication

1988 - 1989 Alaska Computer Institute Fairbanks, AK

- Business Computer Applications. Certificate of completion
- Software:

Computer Skills

Voyager, Paragon, Excel, Word, Publisher, Outlook Express, Power Point, Money, Quicken, Lotus 1-2-3, WordPerfect MS-DOS, Amicus Attorney, Boomerang and all aspects of internet.

- Operating Systems:
- Windows 95, 98, 2000, NT, and XP

Additional Skills

- Light Bookkeeping
- Proficient with all office equipment, typewriter, fax machines, copy machines, multi-line phone systems, voice mail, scanner, adding machine, and postage machine
- Type 55-60 wpm

References

- Bill St. Pierre – 322-5336
- James Immel – 456-6730
- Lane Nichols – 460-8700