

ELAINE PUMAREJO

OBJECTIVE

To obtain a rewarding and challenging position where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

EXPERIENCE

FLORIDA REALTORS® FACULTY; FLORIDA – 2021-PRESENT

Approved Classes: - Newly Licensed? Now What?

BROKER ASSOCIATE, REALTY ONE GROUP SUNSHINE; TAMPA, FL – 2022-PRESENT

BROKER/OWNER, DE LA CASA INTERNATIONAL REALTY; TAMPA, FL – 2018-2022

SALES ASSOCIATE, CHARLES RUTENBERG REALTY; TAMPA, FL – 2016-2018

SALES ASSOCIATE, KW REALTY SOUTH TAMPA; TAMPA, FL – 2015-2016

In addition to the duties I have as a broker associate, as a broker I also mentor sales agents. Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms. Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, and related matters, ensuring a fair and honest dealing. Display and market real property to possible buyers. Prepare necessary paperwork (contracts, leases, deeds, closing statements etc). Maintain and update listings of available properties. Cooperate with appraisers, escrow companies, lenders and home inspectors. Develop networks and cooperate with attorneys, mortgage lenders and contractors. Promote sales through advertisements, open houses and listing services. Remain knowledgeable about real estate markets and best practices

STUDIO ARTIST/ASSISTANT ART COORDINATOR/JUNIOR GRAPHIC DESIGNER,
WORKMAN PUBLISHING; NEW YORK, NY – 2004-2013

As a Studio Artist I worked in the development of comprehensive, prototypes and promotional materials. Then as an Assistant Art Coordinator I helped manage the art studio workflow, and worked with Marketing designing some promotional material. In my last position of Junior Graphic Designer I assisted the Art Director and Senior Art Manager designing print materials for the Marketing and Publicity Departments.

EDUCATION

Art Institute of Pittsburg Online – B.S. Graphic Design ; 2005 - NC

Katharine Gibbs School - NY – A.A.S. Visual Communications ;
Class of 2004 - High Honors

City College of New York – B.S. Architecture ; 2000 - NC

REAL ESTATE CERTIFICATES AND DESIGNATIONS

Accredited Buyer's Representative / ABR • Certified International Property Specialist / CIPS
Certified Real Estate Brokerage Manager / CRB • Committed to Excellence / C2EX
Graduate, REALTOR® Institute / GRI • Seller Representative Specialist / SRS
At Home With Diversity / AHWD • ePRO® • Military Relocation Professional / MRP
Pricing Strategy Advisor / PSA • Real Estate Negotiation Expert / RENE
Resort & Second-Home Property Specialist / RSPS
Short Sales & Foreclosure Resource® / SFR®

SKILLS

Fluent in Spanish.

People Skills

Real Estate Residential Sales & Property Management

Proficient in Adobe Indesign, Photoshop and Illustrator. Package design.

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