Monique Griffin
Independent Field Inspector

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SUMMARY

Detail-oriented and dependable 1099 Field Inspector based in Tampa, Florida, with hands-on experience conducting residential property inspections, documenting property conditions, capturing detailed photographic evidence, and completing accurate inspection reports. Skilled in interior and exterior property assessments, identifying visible deficiencies, collecting property data, and following client-specific inspection requirements. Known for accurate photo documentation, fast turnaround times, consistent completion, and professional communication. Self-motivated and highly organized with reliable transportation, strong attention to detail, and the ability to work independently while meeting deadlines. Available to provide field inspection services throughout Hillsborough County.

WORK EXPERIENCE

INSPECTIFY — Tampa, FL
Independent Inspection Contractor — Dec 2025 - Present

- Performed comprehensive residential property inspections and condition assessments for diverse clients, including homeowners and real estate professionals.
- Conducted thorough interior and exterior inspections, documenting property conditions, deficiencies, and safety concerns.
- Executed rental property inspections for move-in/move-out, occupancy, and rent-ready assessments as assigned.
- Conducted drive-by and limited-scope property inspections, capturing detailed photographs and written observations.
- Completed construction draw, progress, and scope-of-work inspections to verify project progress and document completed work.
- Performed re-inspections to confirm completion of requested repairs and identify any remaining deficiencies.
- Utilized mobile inspection technology to capture detailed photographs, property data, and floor-plan information.
- Identified and documented property deficiencies across structural components, roofing, plumbing, electrical, HVAC, and other major systems.
- Generated precise inspection reports efficiently using an advanced inspection platform and mobile application.
- Maintained professional communication with clients and coordinators, ensuring adherence to assignment requirements and reporting standards.

iVueit — Tampa, FL
Independent Field Inspector — Jun 2025 - Present

- Conduct exterior occupancy inspections on residential and commercial properties on behalf of mortgage lenders and financial institutions
- Photograph and document property conditions including occupancy status, exterior condition, visible damage, and surrounding area
- Submit completed inspection reports via mobile app within same-day or next-business-day turnaround
- Maintain 98% completion rate across Hillsborough in Florida
- Perform letter delivery, vacant interior walkthroughs, and insurance loss draft inspections as assigned

M.G Real Estate investment — Florida
Wholesaler — 02/2018 - Present

- Identified and secured off-market, undervalued land by targeting motivated sellers, including out-of-state owners and those with tax-delinquent or inherited land.
- Conducted thorough due diligence on potential properties, verifying zoning regulations, utility access, and environmental constraints to ensure suitability for development.
- Negotiated purchase agreements with sellers to secure contracts at below-market value, facilitating advantageous transaction terms.
- Ensured purchase agreements included assignment clauses, allowing for the transfer of contract rights to third parties.
- Built and maintained a robust network of developers, investors, and builders, marketing contracted land to these cash buyers at a profitable margin.
- Managed the assignment of contracts by executing agreements to transfer purchase contracts to end buyers, collecting assignment fees as profit.
- Executed double closings when necessary, ensuring smooth and discreet transactions by simultaneously purchasing and selling land to end buyers.

JMI reports — Florida
Field Inspector — May 2021 - May 2025

- Conducted physical inspections of residential and commercial properties to verify occupancy status and assess maintenance levels.
- Captured comprehensive digital photographs of property exteriors, interiors, and specific damages, accompanied by detailed note-taking.
- Compiled inspection data into reports to support risk assessment, insurance claims processing, and mortgage compliance.
- Reviewed construction sites to ensure adherence to blueprints, building codes, and safety regulations.
- Estimated repair costs and overall property value for asset valuation purposes.
- Scheduled and efficiently navigated multiple site visits to complete assignments within designated timeframes.
- Assessed properties for damage from disasters such as fire and flood, as well as for general maintenance neglect.
- Entered inspection findings into company software and mobile applications for accurate record-keeping.
- Evaluated secured properties for vacancy, abandonment, or damage within the mortgage and banking sectors.
- Investigated claims and assessed risk for insurance providers.
- Inspected construction and public works projects, including roads and utilities, for compliance with project specifications.

The Axiom Group — Florida
Real estate Customer Service Representative — Jan 2017 - Feb 2019

- Responded to customer inquiries via inbound and outbound communication, delivering accurate billing information for Homeowners Associations and improving customer satisfaction.
- Assisted the accounting manager with ledger maintenance and overdue account collections, contributing to enhanced financial accuracy and cash flow stability.
- Ensured tenants vacated properties in satisfactory condition, maintaining property standards.

EDUCATION

Stepping Stones High School — Tampa, FL
High School Diploma

CERTIFICATIONS

Mortgage Field Services Training — 2026

SKILLS

Customer Relationship Management • Hipaa • Windows • Microsoft Office • Computer Skills • Typing • Organizational Skills • Data Entry • Interpersonal Skills • Critical Thinking • Attention to Detail • Report Writing • Knowledge of Safety Regulations • Real estate

EQUIPMENT & TECH

- Reliable personal vehicle with current insurance and valid driver's license
- Smartphone (iPhone/Android) with data plan capable of running Pruvan, PPW, and mobile reporting apps
- Laptop or desktop computer with internet access and printer for report submission
- High-resolution camera / smartphone camera for clear, detailed property documentation
- GPS navigation and route planning for efficient multi-property daily scheduling

COVERAGE AREA & AVAILABILITY

- Primary Coverage: Hillsborough County
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- Availability: Monday–Saturday, flexible hours, same-day availability for urgent assignments
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- References available upon request. W-9 and coverage area details available upon request
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CORE COMPETENCIES

- Exterior Occupancy Inspections | Interior Property Inspections | Photo Documentation & Reporting
- Pruvan / PPW Mobile Platforms | Same-Day Report Turnaround | GPS Route Optimization
- Loss Draft Inspections | Vacant Property Inspections | REO / Foreclosure Inspections
- Insurance Loss Control | Aspen Grove Certified | Multi-County Coverage