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|  | *Experience*Loss control consultant/owner,allsource properties llc, laingsburg MIchiganMarch 2019-present Inspects and conducts insurance-risk assessment reports on commercial and high value properties. Specializing in property, general liability and workers compensation. Other responsibilities include; phone interviews, scheduling, organizes & oversees daily operations of office. Real estate broker/ownerproperty central realty llc , Evart michiganapril 2007-novemer 2018 Broker/Owner-Real Estate Sales, Residential & Commercial property management, REO management, bank valuations, property preservation services and supervision of 6 real estate agents. Implemented Sales/office procedures/operations, real estate closings, marketing, payroll and hiring of administrative staff.  **OFFICE MANAGER/PROPERTY MANAGER**  **GATEWAY TO HOMES,** LANSING MICHIGAN  MARCH 2005-2007  Supervision of administrative staff, organizing office operations/procedures, preparing/submitting payroll, accounts receivable/payables, reviewing sales contracts, conducted monthly office meetings, management of all rental properties, turn-overs, repairs/maintenance , lease signings and hiring of office staff.  EDUCATION  **HOLLAWAYS REAL ESTATE INSTITUTE** – **REAL ESTATE SALES LICENSE**  DECEMBER 2000  REAL ESTATE SALES, REAL ESTATE LAW, APPRAISAL ONE, BROKER PREP  jANUARY 2007 – **REAL ESTATE BROKER LICENSE** lANSING COMMUNITY COLLEGE- lansing michiganmICROCOMPUTER SUPPORT SPECIALISTSEPTEMBER 1999-MARCH 2000 **LANSNG EASTERN HIGH SCHOOL ,** LANSING MICHIGAN.  DIPLOMA 1991 |
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| Melanie Tejkl  Real Estate Broker  LOSS CONTROL INSPECTOR |
| PROFILE Real Estate Broker with over 23 years of experience in Real Estate Sales, Inspection services and Property management. I possess strong multi-tasking skills, with the ability to simultaneously manage several projects and schedules. Proficient computer/typing skills, attention to details and communicate effectively when working with clients, customers, vendors and service providers. We are a team of 2 loss control consultants. We provide professional loss control reports and property valuations for various insurance companies and financial institutions. Our service area covers All of Michigan, Indiana, Ohio & East Tennessee. With over 23 years as a Real Estate Broker & Property Manager, I have extensive construction/building knowledge, I can effectively assess property damages and liability risk. We also have 20 years of property preservation experience, working with REO properties. Our turn around time is 24-72 hrs. CONTACT allsourceinspections@gmail.com  (989)944-3393  8650 Winegar Rd  Laingsburg Mi 48848 ACTIVITIES AND INTERESTS Gardening \* Hiking \* Traveling  Home remodel \* Property hunting |