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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 MICHIGANMARCH 2005-2007Supervision 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 2000REAL ESTATE SALES, REAL ESTATE LAW, APPRAISAL ONE, BROKER PREP jANUARY 2007 – **REAL ESTATE BROKER LICENSE**lANSING COMMUNITY COLLEGE- lansing michiganmICROCOMPUTER SUPPORT SPECIALIST SEPTEMBER 1999-MARCH 2000**LANSNG EASTERN HIGH SCHOOL ,** LANSING MICHIGAN.DIPLOMA 1991  |
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| Melanie TejklReal Estate BrokerLOSS 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 \* TravelingHome remodel \* Property hunting  |