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DELMAS "Dedee" HARPER M.ed, PMN, MRP

1461 Rogero Road • Jacksonville, FL 32211 • CELL: 904-525-7381 • office: 904-619-9488 • EMAIL: homes@dharperealty.com

EXPERIENCED REAL ESTATE BROKER

Competent, Efficient, Organized, Result-Driven, Professional Real Estate Broker with proven ability to list and sell Residential and Commercial properties!

Provides all management and duties as Owner/Broker of Harper and Associates Real Estate; Represent clients through the processes of purchasing and selling residential/commercial properties. Handles processes in lieu of client to include delivering offers, closing deals, and initiating resale activity. Liaise between buyer and seller throughout entire process of home purchase or sale; Manager and Owner of Real Estate Company; Hire and Train new agents. Previous employment includes 10 years with Merrill Lynch as a Financial Analyst.

REAL ESTATE BROKER EXPERIENCE

REAL ESTATE BROKER/REALTOR | LICENSED REAL ESTATE INSTRUCTOR PROPERTY MANAGER | LICENSED LOAN ORIGINATOR

MAY 2005 – PRESENT

State of Florida

Jacksonville, FL

Effectively manage Real Estate Brokerage and Agents in the Jacksonville, Florida and surrounding area; Broker/Agent with extensive real estate experience with new construction, pre-existing, Luxury, REO, HUD and seller owned properties. Represent clients through the processes of purchasing and selling residential/commercial properties. Handles processes in lieu of client to include delivering offers, closing deals, and initiating resale activity. Liaise between buyer and seller throughout entire process of home purchase or sale. Process Broker Price Opinion with detailed comment description and comparable analysis. As a Fannie Mae listing agent and Real Estate Broker, duties included but not limited to:

- Advertise to prospective buyers, and draft contracts during the negotiation process.
- Deliver effective presentations for potential buyers while advising on the merits and terms of sale.
- Manage upkeep, direct maintenance, and conduct tours of vacant property.
- Proper evaluation and report of properties
- Generate BPO Valuation with proper reasoning for suggested value (fast & accurate)
- Proper Photos that displayed accurate representation of property
- Timely & Accurate Reporting with 0 late assignments
- Hands on training for agent and staff
- Occupancy Checks
- Property Tax Searches
- Proper communication with Asset Manger, Title Company and other vendors
- Strong communication skills
- Full Service operation
- Fully detailed MLS with multiple pictures
- Full Internet Exposure on multiple search engine sites
- Weekly open houses and tours
- Deliver effective presentations for potential buyers while properly advising on merits and terms of sale
- Post listings for sale of homes and vacant land, advertise to prospective buyers, and draft contracts during the negotiation process
- Manage upkeep, direct maintenance, and conduct tours of vacant property
- Expertise of selling property with high scores for being the top selling agent
- Instructor of Real Estate Pre-License Course
- Licensed Loan Originator to help buyers obtain mortgage loan

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PAGE 2 OF 2

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EDUCATION

Master of Arts in Educational Leadership
JACKSONVILLE UNIVERSITY-4.0 GPA

Bachelor of Science in Workforce Education
SOUTHERN ILLINOIS UNIVERSITY 3.81 GPA

Associate of Science in Liberal Arts
MONROE COMMUNITY COLLEGE

Associate of Arts
FLORIDA COMMUNITY COLLEGE

Member of Phi Theta Kappa for *Honorary Accomplishment*

AFFILIATIONS and DESIGNATIONS

- National Association of Realtors
- Northeast Florida Association of Realtors (NEFAR)
- **Graduate of Florida Leadership Academy 2016**
- **Graduate of NEFAR Leadership Academy 2017**
- Performance Management Network (PMN) designation
- The Military Relocation Professional (MRP) certification
- Licensed Real Estate Instructor
- Licensed Loan Originator
- Graduate of ScaleUP North Florida (SBA)
- Awarded 100 most Influential Realtor Certificate
- Expert Network Distinguished© Realtor
- Professional Committee
- Education Committee
- Legislative Committee
- Miami Association of Realtors
- National Small Business Association Council Leader (NSBA)
- National Council of Negro Women, INC
- MLS – MiamiRE MLS and FLEXMLS
- Short-Sale Certification
- REO/BPO Certification
- Women Council of Realtors (WCR)
- Council of Real Estate Brokerage Managers (CRB)
- Graduate of Leadership Matters with Jax Chambers and Women’s Business Center
- E3 Business Support Group
- Council Leader for National Small Business Association
- **Owner of non-profit POISE (Professional-Optimum-Independent-Successful-Etiquette)**
- **Minority and Women Owned Business Certifications**