

# Pamela T. Pendleton

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## Education

**Monmouth University**, Long Branch, NJ, May 1974  
Bachelor of Arts in Sociology and Business Administration

## Experience

**Business Development Manager**, Synergy Real Estate Naples, FL (April 2009 – Present)

- Generates new property management clients through networking and marketing, while enhancing market presence
- Actively lease portfolio property
- Develop and implement business growth plans and innovating leasing initiatives

**Sales Associate**, Norris & Company, Vero Beach, FL and RE/MAX 100 Realty, St. Augustine, FL (1990 – 2007)

- Residential Specialist of Florida coastal communities with a concentration in marketing luxury properties
- Implemented creative advertising and marketing material for a property portfolio valued in excess of \$12 million
- Constantly analyzing real estate market in order to aggressively capitalize on developing trends in marketing
- Prepared competitive market analysis and demographic studies for investors and prospective clients
- Strategically negotiated contracts to a successful outcome by maintaining a clear and positive focus
- Coordinated and processed all aspects of the sales contract with appraisers, financial institutions, title companies, attorneys, and other Realtors to insure a successful closing
- Established a client and referral base which resulted in increased sales production through continued communication
- Personal attention to client's needs and extensive follow-up resulted in increased referrals from former satisfied clients
- Successfully networked with other professionals and leaders in the industry through various community organizations and charitable events
- Qualified buyers and analyzed their financial capacity for a smooth and successful transaction
- Advised and supervised various stages of the new construction process including site location, design, permits and sales promotion

**Market President**, Coastal Chic Interiors, St. Augustine, FL (2007 – Present)

- Services included consultation and selection recommendations
- Consultant to building contractors in the design process, décor and finishing treatments for renovation and new construction
- Stage properties to maximize the marketability by creating a warm and inviting environment for prospective buyers
- Provide assistance in design and purchasing of furnishings and appointments for homes, condominiums and medical facilities

## Achievements and Affiliations

- Florida Real Estate License
- Recipient of *Highest Level of Customer Satisfaction Award* and *Team Player Award*
- Member of Advisory Council for Real Estate Affiliates
- Board/Committee member of Board of Realtors
- Volunteer for Habitat for Humanity, United Way, March of Dimes, Boys and Girls Club, Humane Society, Dollars for Scholars
- Member of Women's Council of Realtors

## Computer Skills

- Top Producer, Microsoft Office Word, Publisher, Outlook, Excel, Rent Manager