

# ERICA PETITHOMME, MSIRE

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## CONTACT

☎ 305.523.9475

✉ erica@thelmigroup.com

## EDUCATION

### FLORIDA INTERNATIONAL UNIVERSITY

**Master of Science, International Real Estate**  
December 2017

**Bachelor of Arts, Psychology**  
December 2011

## SKILLS

- Project Management
- Asset Management
- Lease Administration
- Real Estate Transactions
- Real Estate Negotiations
- Customer Relationship Management
- Financial Analysis
- Legal Compliance
- SaaS
- Salesforce
- Smartsheets
- Zendesk

## CERTIFICATIONS

### FL REAL ESTATE BROKER LICENSE

Lic. #BK3334038

### GA REAL ESTATE BROKER LICENSE

Lic. #420400

### NOTARY PUBLIC/SIGNING AGENT

#HH137290

## ABOUT ME

Highly motivated real estate professional with 10 years of extensive industry experience, excelling in managing brokerage operations and leading teams. Demonstrates a solid knowledge of residential and commercial sales, leases, property acquisitions, project management, and legal compliance. Proven track record of delivering successful outcomes for buyers, sellers, and investors alike. Committed to providing exceptional service and leveraging industry knowledge to drive client success.

## WORK EXPERIENCE

### LICENSE & COMPLIANCE SPECIALIST

Redfin Corporation (July 2021 - Present)

- Collaborates with business leaders, real estate agents, recruiters, and Redfin's legal team to facilitate quick and seamless onboarding process for licensees and other real estate professionals
- Provide effective support to onboarding employees within Zendesk, Workday, and Salesforce platforms
- Manages licensing administration across 50 states and jurisdictions, to include REALTOR boards, and Multiple Listing Services
- Independently resolve escalated incidents and tickets that require extensive knowledge and expertise

### DESIGNATED REAL ESTATE BROKER

LMI Group & Associates, Inc. (April 2020 - Present)

- Brokerage day-to-day operations and risk management, reviewed contractual and transaction documents to ensure state-regulated compliance standards
- Responsible for conducting CMAs, pro-formas, discounted cash flow models, budget reports, and preparing payroll
- Managed and negotiated terms for large portfolio of leased properties to include acquisitions, leases, easements, and terminations
- Developed effective training sessions for agents on market trends, negotiation strategies, and achieving sales goals
- Managed and oversaw the licensed activities of a team of agents
- Implemented innovated marketing strategies to attract clients and maximize exposure for residential/commercial properties
- Utilized data analytics tools to analyze market/demographic trends
- Leverage expertise in real estate law and regulations to ensure compliance with industry standards and legal requirements

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## LANGUAGES

SPANISH FLUENCY

## REFERENCES

### HAROLD TORBERT

TALENT ACQUISITION MANAGER /  
PERMANENTE MEDICAL GROUP

PHONE: 313.405.1210

EMAIL: harold.torbert@outlook.com

### LIVIO HENERY

BOILERVISION / CTO

PHONE: 239.443.8595

EMAIL: livio@myhenery.com

### JUNACE BYFIELD

ADIDAS / AREA MANAGER

PHONE: 904.252.2337

EMAIL: junacebyfield@yahoo.com

## WORK EXPERIENCE

### ASSOCIATE PROJECT MANAGER, ASSET MANAGEMENT

Jones Lang LaSalle (September 2021 - September 2022)

- Managed contract lifecycle, lease renewals, storage agreements, surplus dispositions, Letters of Intent (LOIs), and miscellaneous agreements for 900+ restaurants within the Southwest and Northeast USA
- Liaised with clients to understand their requirements and develop solutions to exceed expectations, resolve CAM issues, and assist with site-related requests
- Monitored progress against milestones, identified potential risks, and developed strategies to mitigate them
- Controlled end-to-end project management by defining scope deliverables, leading implementation and driving communications
- Managed multiple projects simultaneously while maintaining a high level of accuracy and adhering to tight deadlines and key milestones
- Created, prepared, and presented various materials for site recommendations, approvals, leases, and special projects

### LICENSED TRANSACTION COORDINATOR

Redfin Corporation (February 2020 - July 2021)

- Managed the administrative tasks between agents, clients, and vendors during real estate transactions
- Created and maintained complete transaction files using industry-related software to ensure quality control
- Oversaw all aspects of buyer and seller transactions from executed contract to closing
- Developed print and website marketing materials

### LICENSED REALTOR

SWFL Realty Group, Corp (August 2015 - February 2020)

- Successfully negotiated sales/lease contracts for residential/commercial transactions based on market conditions
- Developed a network of attorneys, lenders and underwriters, escrow agents, and contractors to ensure transaction efficiency
- Created representation contracts, purchase agreements, closing statements, deeds and leases, and other related documents
- Conducted financial calculations pertaining to real estate transactions
- Coordinated inspections, property closings, disbursement of funds, and other activities