

TAMI CARTER

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WEBSITE, PORTFOLIO, PROFILES

- <https://www.linkedin.com/feed/>
- <https://www.facebook.com/tami.j.carter.5/>

PROFESSIONAL SUMMARY

Goal-oriented Real Estate Sales professional with 20+ years of experience in Sales and Operation Management roles. Detail-focused and driven to help clients succeed in meeting and exceeding goals. Professional salesperson skilled in communication and collaboration for best-in-class service.

ACCOMPLISHMENTS

- [Redfin Corporation](#) President's Club/Principal Agent.
- Generated more than \$64 million in sales revenue since 2019
- Texas Real Estate License #0488468
- Notary Public ID #134901329

SKILLS

- Vendor Management
- Problem Solving
- Communication
- Prospecting Clients
- CRM Tracking
- Problem-solving abilities
- Written Communication
- Lead Follow Up
- Project Coordination
- Expense Management
- Client Relations
- Calendar Management
- Organizing and Preparing Meetings
- Time management expertise
- Training staff

WORK HISTORY

Senior Principal Agent

Redfin Corporation/eXp Realty - Dallas, TX

06/2019 - Current

- Achieved Presidents Club recognition by generating \$64.5 million in closed volume (143 units) highly competitive low inventory market
- Established positive flow of communication with agents, clients, and title companies involved in closing transactions.
- Provided vision to clients for property improvements and upgrades

- Evaluated individual client needs and customized strategies to achieve client goals.
- Prepared and presented contracts and other legal documents to clients.
- Educated clients looking to sell or buy on current market conditions, legal requirements, pricing, and mortgages and provided first rate customer service

Certified Loan Signing Agent-Mobile Notary

(Contract) - Dallas, TX

06/2024 - Current

- Increased loan signing efficiency by implementing streamlined processes and checklists.
- Enhanced client satisfaction through timely and accurate completion of loan signings.
- Assisted in the growth of business by providing professional, reliable, and efficient service to clients.

Operations Manager

JFG Holdings LLC (Contract) - Evansville, Indiana

03/2024 - 05/2024

- Manage construction finish out for multi-use development including urgent care facility, pharmacy and 55+ residential
- Supervised operations staff and kept employees compliant with company policies and procedures.
- Developed and maintained relationships with external vendors and suppliers.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Implemented process improvement to shape organizational culture, optimize procedures for higher efficiency and help company evolve and grow.
- Increased profit by streamlining operations.
- Negotiated contracts with vendors and suppliers to obtain best pricing and terms.

Operations Manager

Xome - Carrollton, TX

03/2018 - 12/2018

- Supervised operations staff of 5 Foreclosure Specialists and kept employees compliant with company policies and procedures.
- Monitored litigation, foreclosure and portfolio liquidation proceedings.
- Ensured compliance with servicer client guidelines and exceeded performance measures
- Analyzed reports to identify and monitor trends for foreclosure trustee department
- Developed systems and procedures to improve operational quality and team efficiency.
- Led hiring, onboarding and training of new hires to fulfill business requirements.
- Analyzed and reported on key performance metrics to senior management.

Senior Portfolio Manager

Residential Recovery Partners Private Equity - Dallas, TX

04/2013 - 07/2018

- Successfully managed and disposed of national portfolio of over 700 properties valued in excess of \$87M for Private Equity Fund
- Hired, trained and guided over 680 team members of agents, brokers and contractors to maintain high productivity and performance metrics.
- Participated in asset acquisition analysis, and of foreclosed properties.
- Determined repair strategy, implemented and oversaw draw schedule for renovations and capital improvements
- Developed marketing strategy, set pricing and negotiated contracts to achieve highest ROI

- Developed and maintained relationships with external vendors and contractors.
- Analyzed and reported on key performance metrics to senior management and investors
- Developed streamlined systems and procedures to improve operational efficiency and increase profits

REO Asset Manager

Vendor Resource Management - Carrollton, Texas

08/2010 - 04/2013

- Negotiated and resolved more than 1700 complex real estate transactions, securing highest asset claim and liquidity for clients Freddie Mac and Department of Veterans Affairs.
- Generated weekly and monthly reports on sales performance to provide recommendations to meet sales goals.
- Utilized CRM software to manage customer accounts and track performance metrics.
- Negotiated contracts with clients and developed relationships with key personnel.
- Maintained contract database of existing and new client contract files and details.
- Participated in asset analysis, appraisals, rehabilitations and sales of foreclosed properties.
- Evaluated appraisals, broker opinions and current market data to derive internal valuations and implement property strategies from pre-foreclosure through sale of asset.
- Developed strong relationships with local real estate agents to ensure optimal exposure of REO listings.

REO Asset Manager

First Preston Management - Dallas, Texas

03/2008 - 08/2010

- Negotiated and disposed of more than 2500 complex distressed Fannie Mae properties
- Kept detailed track of asset maintenance and potential future costs to accurately portray data and advise clients.
- Maintained contract database of existing and new client contract files and details.
- Participated in asset analysis, appraisals, rehabilitations and sales of foreclosed properties.
- Contacted, hired and trained 600 real estate brokers to market over 2500 properties throughout USA.
- Evaluated appraisals, broker opinions and current market data to derive internal valuations and implement property strategies from pre-foreclosure through sale of asset.
- Kept properties in compliance with local, state and federal regulations.
- Analyzed operational information for impact on ROI, identified market trends and recommended appropriate price adjustments.

EDUCATION

Studied Business Administration: Accounting

University of Arkansas At Little Rock - Little Rock, AR