

Catie Hughes

215-498-2730 • chreo@verizon.net

Business-focused and results-oriented **Sales and Management Professional**, offering solid career dedication and a drive to succeed. Offers experience in strategic operations planning, innovative lead development, and has a superior understanding of customers' needs. Experienced in creating and conducting oral and written presentations. Offers focused leadership to drive sales in competitive markets. Confident, focused, and resourceful with a commitment to success. Mature professional with the ability to excel during challenges.

- | | | |
|------------------------------------|--|----------------------------------|
| ✦ Leadership/Motivation/Teamwork | ✦ Territory Growth and Development | ✦ Consultative Sales Approaches |
| ✦ Expert Sales Pitching & Closing | ✦ Communication/Interpersonal Skills | ✦ Project and Process Management |
| ✦ Builds & Maintains Relationships | ✦ Strategic Business Planning/Analysis | ✦ Real Estate Operations and REO |
| ✦ Marketing/Business Development | ✦ Account Management/Development | ✦ Computer Program Knowledge |

PROFESSIONAL EXPERIENCE

Asset Manager / REO Specialist, Keystone Asset Management, Colmar, Pennsylvania, 07/2007 to 01/2011

- Managed the liquidation of \$8-\$10 million in foreclosed real estate annually and administered contracts
- Coordinated outsourcers, vendors, brokers, attorneys, or title companies to ensure timeline compliance

Cooking Coach / Customer Service and Sales, Wegmans, Warrington, Pennsylvania, 08/2006 to 07/2007

- Coached and educated customers and employees on proper cooking techniques, including pan searing, braising, poaching, and grilling with each weekly recipe and conducted various cooking demonstrations
- Provided customer support and assistance; responded to all customer questions, inquiries, and requests

Key Accomplishments and Contributions as a Cooking Coach / Customer Service and Sales:

- Generated sales in the top 7 of all 73 stores throughout the country since the grand opening

REO Asset Manager, Coldwell Banker – Real Estate Owned (REO), Ft. Lauderdale, FL, 12/2005 to 01/2006

- Managed the liquidation of \$8-\$10 million in foreclosed real estate annually and administered contracts
- Coordinated outsourcers, vendors, brokers, attorneys, or title companies to ensure timeline compliance

Sales / Marketing Manager / Sales Representative, Weidel Realtors, Yardley, Pennsylvania, 2004 to 2005

- Supervised, motivated, coached, and evaluated a team of 25 and facilitated effective training programs
- Marketed homes in the community using strategic and creative marketing campaigns; provided virtual tours on websites, created sales brochures, placed advertisements, and created listings in the MLS
- Guided homebuyers/sellers through the sale and purchase of properties; compiled a list of properties that are compatible with the buyer's needs and resources, scheduled showings, and held open houses
- Established and maintained professional and productive relationships with other real estate agents, buyers, sellers, mortgage brokers, loan officers, escrow officers, title companies, notaries, and attorneys
- Served as a liaison between buyers and sellers; represented one or both parties in contact negotiations

Real Estate Owned (REO) Asset Manager, Fairbanks Capital Corp., Hatboro, Pennsylvania, 2001 to 2004

- Managed the liquidation of \$8-\$10 million in foreclosed real estate annually and administered contracts
- Coordinated outsourcers, vendors, brokers, attorneys, or title companies to ensure timeline compliance

Key Accomplishments and Contributions as a Real Estate Owned Asset Manager at Fairbanks:

- Successfully all negotiated contracts which increased sales and exceeded all quotas by over 8%

Real Estate Owned (REO) Asset Manager, Chase Manhattan Mortgage Corp., Horsham, PA, 1999 to 2001

- Managed the liquidation of 6 million dollars in foreclosed real estate in the North/Southeastern regions
- Analyzed Brokers Price Opinions (BPOs) and appraisals to determine original best prices of new assets
- Created gain and loss analysis to document marketing, project repairs, maintenance, fees, and reserves

Key Accomplishments and Contributions as the Real Estate Owned Asset Manager for Chase:

- Consistently achieved and exceeded all established goals of 18% to 20% gross profit per month

Sales Representative – Lion's Quest Program, Media Management Services, Newtown, PA, 1995 to 1999

- Managed inside curriculum-based educational sales programs within the assigned, six-state territory
- Successfully established an \$100,000 account base with the Department of Defense, including materials, curriculum, and workshops to ensure ROTC instructors could teach character education to all students
- Facilitated and led company workshops and served as a liaison between school districts/communities
- Documented state requirements for Character Education within each state to ensure strict compliance

Sales and Marketing Manager, Weichert Realtors – Bensalem Village, Fort Washington, PA, 1992 to 1995

- Managed the sales and marketing activities of an 150-unit new construction project; executed all sales settlements, conducted property tours, initiated networking efforts, promoted amenities, and closed sales
- Served as a liaison between homeowners, builders and associations and facilitated clear communication
- Developed and implemented strategic marketing campaigns which increased brand identity and sales
- Established and maintained professional and productive relationships with all buyers and businesses
- Coordinated documents, including sales contracts, mortgage commitments, and title/inspection reports

EDUCATION AND TRAINING

ASSOCIATE OF ARTS DEGREE WITH A MAJOR IN BUSINESS ADMINISTRATION / MANAGEMENT

Bucks County Community College (BCCC) – Newtown, Pennsylvania – Associate of Arts Degree Completed

Professional Development Training and Certifications: State of Pennsylvania Real Estate Sales Associate License – Graduate Real Estate Institute (GRI) • Microsoft (MS) Office Suite Training – New Wave Resources

Military Experience and Community Affiliations

United States Navy – Honorably Discharged
President, Signal Hill Condominium Association