

EXPERIENCE***Executive Assistant to President***

Since October 2007, Ms. Kuhn has been the executive assistant to Jeffrey L. Walters, MAI, President of Walters Appraisal Services, Inc., a regional commercial appraisal company specializing in Pennsylvania real estate. Daily activities include project coordination and assistance, client correspondence, data collection, and oversight of special tasks assigned by the President.

Assistant to Regional Manager

Prior to employment at Walters Appraisal Services, Inc., Ms. Kuhn was the assistant to a regional manager of a mid-sized company. Daily activities included hiring and training new independent contractors; coordination of training seminars; quality control of data transmitted by field collection staff; processing of independent contractor invoices; analyzed currency of data collection; resolved collection issues; and facilitated computer and internet troubleshooting.

Field Collection

Prior to becoming the regional manager assistant, Ms. Kuhn was a field data collector for a mid-sized company. Daily activities included collecting public records data in eleven Pennsylvania county court houses, verified consumer requests, and document retrieval.

Data Aggregation

Aggregation of public records via visits to court houses and online sources; verification of consumer disputes.

Court House Reporter & Data Entry Operator

Prior to becoming a field collection agent, Ms. Kuhn retrieved filings from local court houses and state/federal agencies; served as *Quality Approval Editor*; member of the *Quality Improvement Council*; entered financial statements into computer; assisted with customer service via telephone; exceeded company quality and quantity requirements.

LICENSE:

Real Estate Salesperson, Commonwealth of Pennsylvania
Certification License # RS-311806 (Expires 5/31/24)

EDUCATION:

Real Estate Fundamentals - Institute of Real Estate Studies, Camp Hill, PA, October 2009

Real Estate Practice - Institute of Real Estate Studies, Camp Hill, PA, November 2009

National USPAP Update Course - The Appraisal Institute, Lancaster, PA, January 2011

PA-Green Matters and the Environment - Institute for Continuing Education, Inc., Ice@4ice.com, April 2012

PA-Home Inspections - Institute for Continuing Education, Inc., Ice@4ice.com, April 2012

Foreclosures, Short Sales, REO's & Auctions - Institute of Real Estate Studies, Camp Hill, PA, May 2014

Right Form, Right Way - Greater Harrisburg Association of Realtors, Enola, PA, May 2014

Microsoft Access 2013 Introduction – ONLC Training Center, Mechanicsburg, PA, October 2014

Personal Safety – The CE Shop, www.theceshop.com, 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO, May 2016

Keeping it Honest: Understanding Real Estate and Mortgage Fraud - The CE Shop, www.theceshop.com, 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO, May 2016

Code of Ethics: Good For Your Clients and Your Business - The CE Shop, www.theceshop.com, 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO, May 2016

Did You Serve? Identifying Homebuying Advantages for Veterans - The CE Shop, www.theceshop.com, 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO, May 2016

Residential Property Management Essentials - The CE Shop, www.theceshop.com, 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO, May 2016

PA Rules and Regulations - Realty Institute - www.realtyinstitute.net, 104-60 Queens Blvd., Forest Hills, NY, May 2018

Appraisal vs. Pricing – Realty Institute – www.realtyinstitute.net, 104-60 Queens Blvd., Forest Hills, NY, May 2018

Recognizing and Understanding Environmental Concerns – Realty Institute – www.realtyinstitute.net, 104-60 Queens Blvd., Forest Hills, NY, May 2018

From Contract to Closing – Realty Institute – www.realtyinstitute.net, 104-60 Queens Blvd., Forest Hills, NY, May 2018

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