

SUSAN E. KELLY
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Professional Profile

Highly motivated, energetic professional with 25 years of business experience. Flexible and creative individual with organization skills, capability to multi-task and make decisions. Excellent ability to deal effectively with others and develop strong client relationships.

Fenix Real Estate 2014

Certified Broker 2014-Present

Organized efforts to create a real estate company serving Rhode Island, Massachusetts and Connecticut areas.

Responsible for selling residential and commercial properties

Actively assist sellers and buyers in the Real Estate markets

Appraisal Solutions, LLC

Certified Residential Appraiser, 2008-Present

Coordinated efforts to develop an appraisal company serving Rhode Island, Massachusetts and Connecticut areas. Responsible for appraising single, 2-4 family dwelling, condo and PUD.

Axelrod Realty & Appraisal

Staff Appraiser, 2004-2007

Responsible for appraising non-complex single and 2-4 family dwellings.

Software Quality Associates, Software Consulting Firm

Operations Manager, 1999-2004

Built the operation end of a start-up company from the ground up. Established and implemented company's accounting and payroll systems, group health benefits, 401K and insurance plans for over 100 employees. Responsible for account receivables for a firm with annual sales exceeding \$15 million. Development and facilitation of company's operational procedures, marketing plans and website.

Special Events Coordinator, 1999-2005

Planned and coordinated conferences, meetings and events for existing clients or potential clients. Develop program content and marketing strategy. Determine and administer budgets, arrange on-site logistics and entertainment.

Management and Fashion Buying Experiences, 1984-1998

Bloomington's, JC Penney, and R.N. Koch. Developed product line and determined fashion trends. Purchased merchandise for manufacturers to distribute to specialty boutiques and mass retailers. Responsible for purchasing budgets and achieving sales goals. Managed staff and client relationships.

Memberships and Professional Associations

Appraisal Institute; RI Mortgage and Bankers Association ; Board of Directors, RI Commercial and Appraisal Board of Realtors; Massachusetts Board of Real Estate Appraisers; Massachusetts Public Affairs Committee; National Association of Realtors Real Property Valuation Committee; National Association of Realtors Commercial Valuation Committee; Chamber of Commerce; Cumberland/Lincoln Rotary Club

Education

Currently pursuing General certification Appraisal License

Certified appraiser in RI, MA

Appraisal License 2007

Providence College, Providence, RI Bachelor of Arts 1999

Fashion Institute of Technology, New York, NY Associates Degree, Fashion Merchandising 1984

Computer Proficiency WinTotal, Mercury, Microsoft Office, Internet, Peachtree Accounting System, QuickBooks

Community Involvement

Lincoln School Department, Coordinator of Cultural Arts; School Improvement Team, Chairperson; MS Society fundraiser, Family Literacy Learning Center, Blackstone Valley Children's Shelter