

# AMY NOBLE

Knowledgeable professional with a long history of success and sales experience in Real Estate, Construction and Hospitality Management.



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Orlando, FL



## WORK EXPERIENCE

### **President / Real Estate Broker** (2015 – Present)

The Noble Group Realty Inc.; Orlando, FL

Full Service Real Estate Brokerage

- Sales Calls and Entertainment for prospective clients & Maintaining CRM
- Property valuation for residential and commercial sellers
- Buyer representation and contract consultation for residential and commercial real estate
- Writing and Reading Contracts
- Demographic research to find the best location for clients
- Work with government officials for zoning and incentives
- Manage Agents
- Create Retention Programs for Agents
- Landlord/tenant negotiation
- Oversee all marketing including print, mass mail, online and through social media outlets
- Networking with business organizations to develop relationships in the community

### **President / Real Estate Broker & LCAM** (2006 – 2014)

One Palm Realty; Orlando, FL

Full Service Real Estate Brokerage

- Sales Calls and Entertainment for prospective clients & Maintaining CRM
- Property Manager for 10 single family homes and a 16- unit executive mini suite office complex, 8 Residential Condo Units and 24 Commercial Condo units and common areas
- Association Manger of four Residential and Commercial Associations with annual budgets exceeding one million dollars.
- Networking with business organizations to develop relationships in the community

### **Vice President & Director of Operations** (2004 – 2009)

Central Florida Building Corporation / Wolff Design Studio; Kissimmee, FL

Full-Service design - build company working with commercial clients from site selection to sales or leasing

- Managed financial records, risk management, human resources
- Budget and jobsite insurance coordination and management for all subcontractors to ensure job is completed on time and within financial projections
- Created pay applications for construction scheduled values on projects ranging from \$15k to \$3.5 million
- Managed all investment real estate holdings for company
- Reading, writing and interpreting construction and real estate contracts
- Networking with business organizations to develop relationships in the community

### **Director of Sales and Marketing** (1996 - 2004)

Canterbury Tours & Services; Scranton, PA

Full Service Receptive Tour and Travel Agency.

- Plan and represent company at industry trade events
- Create and promote marketing campaigns

- Provide comprehensive itineraries for clients
- Managed financial records and staff
- Organized Fam Trips
- Networking with business organizations to develop relationships in the community

#### **Director of Sales and Marketing** (1994 - 1996)

Pennsylvania Northeast Territory Visitors Bureau; Avoca, PA

Primary destination marketing agent for Northeastern Pennsylvania.

- Responsible for budget and writing annual marketing plan and grant applications
- Maintain membership base and solicit new
- Sold ads, wrote copy, negotiated printing and proofread all publications
- Attendance at national travel trade shows, educational conferences, and sales calls
- Leveraged advertising dollars by spearheading cooperative programs
- Sold ads, wrote copy, negotiated printing, and proofread all outgoing publications
- Created and implemented customer service training manual
- Organized FAM Trips
- Networking with business organizations to develop relationships in the community

#### **PREVIOUS POSITIONS** (1989 – 1994)

**Sales Manager**, Sheraton Inn, Harrisburg, PA; **Assistant Restaurant Manager**, Bonaventure Resort & Spa, Ft. Lauderdale, FL; **Floor Supervisor**, Sheraton Bal Harbour, Miami, FL; **Coordinator Group & Convention Dept.**, Pocono Mountains Vacation Bureau, Stroudsburg, PA; **Tourism Manager**, Greater Scranton Chamber of Commerce / Visitors and Convention Bureau, Scranton, PA; **Sales Coordinator**, Tamiment Resort, Tamiment, PA.

#### **EDUCATION**

**Travel and Tourism** Associate of Arts (1988 – 1990)

Keystone College; La Plume, PA

**Hospitality Management** (1992 – 1994)

Florida International University; North Miami, FL

#### **MEMBERSHIPS & DESIGNATIONS**

**FL Real Estate Broker License**

**Accredited Buyers Agent (ABR) by NAR**

**Women's Council of Realtors**

**Osceola County Association of Realtors (OSCAR)**

**Orlando Regional Realtor Association (ORRA)**

**Florida Association of Realtors (FAR)**

**National Association of Realtors (NAR)**

**Osceola County Chamber of Commerce**

**4 Corners Leads Group**