

Linda M. Warner

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LindaWarner1964@cfl.rr.com

Independent, highly accomplished and motivated professional with a proven track record of excellent contract negotiations, conflict resolution and customer satisfaction.

SUMMARY OF QUALIFICATIONS

- 5-years of Residential & Commercial Real Estate Sales (Short Sales & REOs)
- Contract negotiator, customer service professional, case management, Insurance & PIP paralegal/settlement coordinator
- Professional, courteous and polished demeanor
- Outstanding PC skills including: Top Producer; Client Profiles Administrator & Trainer; Windows XP and Vista; Microsoft Word, Excel, Power Point, Outlook; Word Perfect; Quicken; HTTP and FTP applications

PROFESSIONAL EXPERIENCE

2010 – present	Coldwell Banker Residential RE	Residential/Commercial Real Estate Sales
2005 – 2010	Coldwell Banker Solomon Real Estate	Residential Real Estate Sales
2009 – 2009	Rebman Properties, Inc.	Commercial Real Estate Sales
2004 - 2006	Morgan & Morgan, P.A.	Insurance Paralegal/Settlement Coordinator
2003 - 2004	Law Offices of Michael Brehne, P.A.	PIP Paralegal
2003 – 2003	Morgan, Colling & Gilbert, P.A.	Case Manager/Settlement Coordinator
2002 – 2003	Morgan, Colling & Gilbert, P.A.	Receptionist/Pre-Suit Secretary
2001 – 2002	Graham Associates, Inc.	Office Administrator and Sales Support
2001	Boynton, Berzak and Stearn, P.A.	Receptionist/Legal Assistant (Temp)
1996 – 1997	Diane McWhirter, P.A.	Legal Secretary
1995 – 2001	Linda M. Warner, Inc.	Medical Transcriptionist

EDUCATION & TRAINING

- Top Dogs Training – How to Run with the Big Dogs in Commercial Real Estate
- Top Dogs Training – How to Fast Track Your Expertise in Commercial Real Estate Brokerage
- CCIM Institute
Passed 11 hours of Introduction to CCIM, Commercial Real Estate
- Watson School of Real Estate
2005 Florida Real Estate License
- Winter Park Technological Center
Court Reporting; Vocabulary/Communication Skills; Anatomy, Law/Legal Terminology; Legal Secretary
- Valencia Community College
English Grammar, Sociology, Humanities, Spanish
- Winter Park Senior High School
1982 High School Diploma

AFFILIATIONS AND ACHIEVEMENTS

- Completed 63 hours of Florida Real Estate Sales Associate education
- Top Listing Associate Fall 2006
- Top Sales Associate Spring 2007
- Parents and Teachers Association Member, Orange County 2001 – 2009
- Type 70 words per minute
- Member of the East Orlando and Winter Park Chamber of Commerce