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**Residential-Commercial-Recruiting-Financial Planning-Operations-Mergers and Acquisitions**

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Superior alliance & relationship builder; Noted as highly effective oral and written communicator and an empathetic listener; Able to make key decisions under pressure situations; Develop win-win relationships, and ensure world-class client satisfaction; Highly accomplished sales team builder and customer service provider.

**Professional Experience**

June 2019 – **Managing Commercial Director**

Present **Keller Williams Eagle Realty, Miami Shores, Florida**

Responsibilities: Drive key aspects of commercial real estate development

- ❖ Provide leadership to support organization and production goals
- ❖ Mentor, train, and coach real estate associates with individual business plans
- ❖ Building the Commercial Division
- ❖ REO representative for Banks and Private Investors
- ❖ Creating assemblies of properties to sell to developers

September 2007 – **Managing Commercial Director**

June 2019 **Keller Williams Elite Properties, Aventura, Florida**

Responsibilities: Drive key aspects of commercial real estate development

- ❖ Provide leadership to support organization and production goals
- ❖ Mentor, train, and coach real estate associates with individual business plans
- ❖ Building the Commercial Division
- ❖ REO representative for Banks and Private Investors
- ❖ Creating assemblies of properties to sell to developers.
- ❖ Assembled 50+ acres together with Michael Seltzer Started early in 2017 to Present. Probably will be finished January 2021 +/-, with a land purchase of \$250,000,000 and then a 5 year multi-use project reaching \$2 Billion Dollars.

November 2001 - **District Sales Manager**

June 2007 **Keyes Company, Hollywood, Florida**

Responsibilities: Drove key aspects of business, including strategic planning, managed daily operations, budgeting, P&L, staff and agent hiring and development

- ❖ Recruited, trained and mentored 200 associates to ensure sales goals
- ❖ Managed day to day operations; reviewed all listing and sales contracts; controlled office purchasing and equipment leasing
- ❖ Developed and implemented PowerPoint presentations for customers and associate training
- ❖ Negotiated the purchase of a new building, and moved the office to increase market share
- ❖ Hired staff and associates as well as supervise operations and staff
- ❖ Prepared weekly progress reports including recruiting, P&L, production, market analysis
- ❖ Implemented the strategic and financial planning of the Commercial and Residential Divisions
- ❖ Implemented and coordinated the COSTCO Program delivering real estate services to 10 local warehouses in a retail environment

June 1964 - **United States Marine Corp. Reserves**

June 1971 **Trained as a Spotter Targeting from Planes, & Ships, and Trained as a Radio Repairman**

September 1979

**Broker/Sales Manager**

September 2007

**Allstate Realty & Investments, Inc., Miami, Florida**

Responsibilities: Drove key aspects of business, including strategic & financial planning, built and managed effective sales team, managed operations, P&L, staff hiring and development. (Franchise of Century 21 to 2001)

- ❖ Recruited, trained and mentored 800 associates to ensure sales goals
- ❖ Hired and supervised staff
- ❖ Merged multiple brokers to the company generating increased revenue and market share
- ❖ Managed day to day operations; reviewed all listing and sales contracts; controlled office purchasing and equipment leasing
- ❖ Created systems and multiple departments including, customer service, listing, contract, marketing, leads management, recruiting, relocation, luxury homes and commercial investment
- ❖ Increased sales production by implementing and developing mortgage company, title company and real estate school
- ❖ Represent Developer projects, and handle on site sales and leasing.
- ❖ Implemented and coordinated the COSTCO Program delivering real estate services to 2 local warehouses in a retail environment

**Manager for Miami Elevator Company**

Installing Elevators and adjusting them to turn over to Owners. I installed elevators on Minuteman Silos at Patrick's Air Force Base. Also I installed elevators at Cape Canaveral on launch pads.

**Professional Accomplishments**

- ❖ **Chairman or Director** of Professional Standards for the Residential and Commercial Society of the Miami Association of Realtors Currently and for many years, the largest Board of Realtors in the USA. Now around 44,000 members.
- ❖ **Managed Construction Projects** for Miami Elevator for 17 years with as many as 25 crews. Including the National Space Program.
- ❖ **Grew** Two Real Estate companies a Title Company, Mortgage Company, Real Estate School, and implemented what is now known as the LendingTree program to provide retail services that give benefits from the COSTCO program and most major airlines to consumers.
- ❖ **Brought** the Transaction Fee concept to South Florida in 1990.
- ❖ **Served** in several capacities for the Century 21 National Commercial Investment Society, on the Presidents Task Force, National Advertising Fund, The National Communication Congress and as President of the local Broker's Council for 10 years.
- ❖ **Lobbied** in Washington D.C. for 6 years for the Century 21 System.
- ❖ **Served** as Trustee of a local church and built a new sacristy.
- ❖ **Awarded** Realtor of the year in 1990 by local Board.
- ❖ **Governor** of Real Estate association of Greater Miami and the Beaches (RAMB) and previously served as Director of the Board as well as Chairman of the Grievance Committee. Taught classes on a variety of topics and a Certified Ethics Trainer.
- ❖ **Public Speaking & Presentations** Made Presentations, participated in Public Speaking Panels, for Century 21, Realtor Association of Miami & the Beaches and local Broker Organizations.
- ❖ **Taught** classes in Electronics, Mechanics, Hydraulics, Real Estate Law, Real Estate Practices, Managing, Purchasing, and Selling Residential Commercial and Investment properties, and Business Opportunities
- ❖ **Manage and sell REO** properties for National and International banks.

**Professional Associations**

National Association of Realtors

Florida Association of Realtors

Realtor Association of Greater Miami and the Beaches

International Council

## **Education**

Miami Dade College; Currently completed 3 years working towards my Bachelor degree in **Information Systems** with a Minor in **Web Page Development** using Oracle Database 10g: SQL; Microsoft Expression Web 2.

Received Certificates of Completion in Microsoft Word I, II, III; Excel I, II, III; PowerPoint I, II, III, Outlook I, II; and Publisher I; as well as Adobe Acrobat I; Quark I, Photoshop I, and Elements I.

Century 21 and Realtor Association of Greater Miami and the Beaches Programs

- Real Estate Management Courses
- Management Specialist Course
- Residential Specialist Course
- Commercial Specialist Course
- Fundamentals of Investment Analysis
- Real Estate Taxation for Commercial Real Estate
- Hotel Sales
- Foreign Investor Designate Course
- Certified International Specialist
- Certified REOS