

Pamela Sayer, REALTOR®

2034 Route 209, Brodheadsville, PA 18322

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Objective: To use my numerous - award winning - years of business experience to provide exceptional customer service to consumers of the local real estate industry.

EXPERIENCE:

Pocono Mountains Real Estate, Inc., REALTOR®

Brodheadsville, PA

March 2016 – Present

Work with consumers of local real estate to ease their transactions and provide a full range of industry services that expedite and enhance their typical real estate business. The services I provide to my clients include, but are not limited to, superior market data knowledge and navigation, property viewing and coordination, transaction creation and organization, unit leasing/selling and property management, target market advertising and promotion.

Real Living Ritter & Co. Real Estate, REALTOR®

Stroudsburg, PA

February 2010 – January 2012

Work with Buyers and Sellers to sell and/or purchase a home, rentals and foreclosures. Answered phones, set up appointments. Researched available inventory for homes, rentals. Basic secretarial skills.

Key Real Estate, REALTOR®

Brodheadsville, PA

January 2008 – February 2010

Work with Sellers and Buyers to sell and/or purchase a home, rentals and foreclosures. Set up appointments. Researched available inventory of homes, rentals, foreclosures. Input information into system. Down loaded pictures on web. Basic secretarial skills.

Wilkins & Associates Real Estate, REALTOR®

Brodheadsville, PA

December 2004 - January 2008

Work with Sellers and Buyers. Answered phones and/or set up appointments. Researched available inventory of homes. Scheduled appointments for showings.

Pine Bush School District, Certified Teaching Assistant

Pine Bush, N.Y.

September 1989 – June 2005

Worked with Kindergarten children in small and large groups and one-on-one. Circle time with calendar, weather and days of the week. Instructed children in activities. Taught children to read and write. Taught and adapted curriculum to meet individual needs. Kept students on task. Mentored new teaching assistants. Followed curriculum guidelines and requirements. Implemented activities.

EDUCATION:

2001: Suny of New Paltz

Certifications for: Behavior Management, Instructional Planning, Instructional Management.

AWARDS: Rookie of the year - 2005, Helping Hands – 2006, Certification of Achievement - 2006