

Karen M. Dodge

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OBJECTIVE

Use my extensive customer service experience to facilitate real estate transactions for clients.

WORK HISTORY

Pocono Mountain Real Estate, Inc. March 2020 - present
Realtor®
* Represent clients in the buying, selling or renting of properties
* Research property history and tax records
* Negotiate contracts with buyers/sellers
* Schedule showing and host open houses for clients

Over the Road Truck Driver February 2015 - January 2020
* Follow FMSCA guidelines to safely operate CMV to deliver to regional facilities
* Effectively communicate with shippers/receivers to promote positive customer service

Medical Secretary March 1995 - December 2015
* Assist patient and doctors in all aspects of medical practice
* Ensure proper insurance authorizations

EDUCATION

RealEstateU®
Harrisburg Area Community College
Academy of Medical Arts and Business

MEMBERSHIPS

National Association of Realtors
Pennsylvania Association of Realtors
Pocono Mountains Association of Realtors