

JILL PIO

105 Karl Rd. Brodheads ville, PA 18322 | 610.509.8280 | jill.pio@pmreinc.com

Skills Summary

Strong work ethic. Excellent customer service experience for over 20 years. Superior Communication. Positive attitude. Time management. Problem solving.

Education

Pleasant Valley High School – 2000

MCTI - 2000

Pocono Real Estate Academy – 2021

Experience

Pocono Mountain Real Estate Inc

Realtor 2021-Present

- Develop positive and trusting relationships with clients
- Communicate clearly with clients to identify their needs and budget
- Guide clients from beginning to end of the home buying process

Market Square HOA

Property Manager/Bookkeeper 2009-Present

- *Collect monthly dues*
- *Issue notices of violations to homeowners*
- *Maintain records for all homes*
- *Communicate with homeowners about development happenings*
- *Maintain contracts with outside vendors*

Jill's Hallmark

Manager 2002-2021

- *Purchasing and Vendor Management*
- *Sales Training*
- *Merchandising/ Product Presentation*