

MISTY W. GAMMON

995 N College Street • Harrodsburg KY 40330 • 859-734-3174

EMPLOYMENT

PRACTICE MANAGER AND RESEARCH ASSISTANT
Wilson Appraisal Group

2019 - PRESENT
Harrodsburg, KY

- Oversee daily operations
- Assist with client development
- Assist with site inspections
- Assist with appraisal bid requests
- Assist in review of appraisal reports
- Research relevant data for special projects and litigation support
- Assist with market studies
- Coordinate site inspection appointments
- Counsel with clients to assess specific needs for any given project

REAL ESTATE SALES ASSOCIATE 1996-2002
Linda Wilson Realty

REAL ESTATE BROKER ASSOCIATE 2002 -PRESENT
Harrodsburg, KY

- Manage all aspects of the buying and selling process
- Focus on residential real estate, existing and new construction, farms, and investment property
- Primarily service the Central Kentucky Area
- Counsel buyers and sellers on all aspects of the housing market
- Maintain confidential client information
- Client prospecting and retention
- Develop efficient marketing plans for listings
- Perform competitive market analysis and develop pricing strategies for clients
- Advise clients through the negotiation process of real estate transactions
- Prepare and review all required purchase and listing documents for clients
- Work under stringent time constraints to meet contractual deadlines
- Follow the ANSI guides for measuring residential properties
- Stay informed on changes to license law
- Adhere to the Code of Ethics set forth by the National Association of Realtors
- Mentor and assist with training new licensees
- Follow office protocols for listing and selling property
- Communicate and report transaction details with principal broker
- Assist with general marketing and advertising for the brokerage
- Complete continuing education training

REAL ESTATE INSTRUCTOR
Wilson Educational Group

2002 - 2020
Harrodsburg, KY

- Present course material in a meaningful and professional manor
- Abide by the Generally Accepted Principles of Education
- Classroom management in accordance with Kentucky Administrative Regulation
- Administer exams as needed
- Prepare students for successfully passing the Kentucky Real Estate Licensing Exam

ADMINISTRATIVE ASSISTANT 1994- 1998
Wilson Group, Wilson Educational Group, Linda Wilson Realty Harrodsburg, KY

Handled general office tasks
Directed phone calls and communications between colleagues and customers
Organized and scheduled appointments for appraisers and sales associates
Maintained contact database and filing systems
Maintained confidential student records
Maintained confidential client information
Processed daily appraisal orders
Proofread appraisal reports and processed for delivery to client
Created and maintained Wilson Educational Group course schedule
Assisted in the preparation of course materials
Assisted in advertising and promotion of courses
Counseled students to assist with choosing education courses and payment plans
Handled all student enrollment duties
Prepared student invoices and collected tuition payments
Scheduled and reserved meeting spaces for courses
Made travel arrangements for instructors
Completed Wilson Educational Group course approvals and renewals for three state agencies
Assisted with advertising for real estate office
Ordered and restocked office supplies
Provided general staff support

EDUCATION

MERCER COUNTY HIGH SCHOOL	1992 -1996
MIDWAY COLLEGE	1997 - 1999
WILSON EDUCATIONAL GROUP <i>Real Estate Sales Associate Hours</i>	1996
VARIOUS REAL ESTATE PROVIDERS <i>Real Estate Brokers Hours</i>	1996-2002

PROFESSIONAL DESIGNATIONS

Graduate Realtor Institute
At Home With Diversity

MEMBERSHIPS

Bluegrass Association of Realtors
Kentucky Association fo Realtors
National Association of Realtors
Mercer County Chamber of Commerce

CIVIC DUTIES

Church youth group leader/teacher 1997-2001

Church vacation bible school director 1999-2001

Mercer County Extension Services 4-H/youth development volunteer 1998-present

Mercer County High School Mens Soccer team volunteer 2009-2013

Kentucky High School Rodeo Association treasurer and volunteer 2010-2020

Southern Indiana Junior Rodeo Association volunteer 2010-2018

Leadership Mercer County 2021