

## REBECCA BATES PITRE

BROKER ASSOCIATE/PROPERTY MANAGER

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### Experience

#### March 2012 – Present | **Commercial Asset/Property Manager**

*Wheeler Commercial | Beaumont, Texas*

- Prepare marketing materials for properties
- AR / AP
- Provide service to clients
- Oversee the leasing of managed properties

#### August 2010 – March 2012 | **Property Manager Assistant**

*Double H Property Management | Kountze, TX*

- Showed rental properties to clients & customers

#### August 2009 – March 2012 | **Licensed Real Estate Assistant**

*Ace Real Estate | Port Neches, TX*

- Assisted broker in real estate transactions
- Arranged appointments with other agents and clients for showings
- Collected rents from rental properties
- Scheduled repairs with the maintenance crew
- Showed properties for sale and lease on weekends and after hours

#### 2008 – 2009 | **Insurance Adjuster Assistant**

*Larry Wood | Port Neches, TX*

- Aided in the organization of files
- Scheduled appointments
- Typed summaries from interviews with insureds

#### June 2008 – August 2009 | **Real Estate Agent**

*ERA Team - REALTORS | Beaumont, TX*

- Negotiated contracts
- Showed property to clients and customers
- Listed homes

#### October 2006 – March 2007 | **Apartment Manager**

*Fountainbleau Management | New Orleans, LA*

- Organized the preparation and leasing of 165 units
- Collected rent and made daily deposits
- Performed background and credit checks on applicants

#### March 2005 – November 2005 | **Apartment Manager**

*Itex Properties | Port Arthur, TX*

- Organized the preparation and leasing of 196 units
- Collected rent and made daily deposits
- Performed background and credit checks on applicants
- AR / AP
- Dispatched maintenance calls 24/7

March 1998 – August 2004 | **Owner / Manager**

*The Coffee Connection | Groves, TX*

- Prepared quarterly and yearly sales tax reports
- Ordered supplies and stocked weekly inventory
- Provided exceptional customer service

## **Education**

July 2007 – May 2009 | **Associate Degree, Real Estate**

*Lamar Institute of Technology | Beaumont, TX*

## **Professional Training**

- 2018 - Licensed Texas Real Estate Broker
- 2008 - Licensed Texas Real Estate Agent

## **Skills/Qualifications**

- Proficient in the use of Microsoft Office Suite
- Committed to providing excellent customer service
- Knowledge of multiple property management software programs
- Devoted to continuing education
- General knowledge of basic accounting concepts

