

REBECCA BATES PITRE

BROKER ASSOCIATE/PROPERTY MANAGER

Experience

March 2012 – Present | **Broker Associate/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

