

James F Jillett
MA License #70048

SUMMARY OF EXPERIENCE

- Four+ years of experience in residential real estate appraisal.
- Fifteen years of experience in a service oriented telesales environment
- Similar experience in warehousing, logistics, inventory control and shipping
- Similar experience in A/R, A/P, payroll and General Ledger, benefits management
- Supervision and training of a team oriented sales and order processing staff
- Ability to multi-task and work cross-functionally; superior time management
- Ability to work with little supervision, and in a team environment
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EMPLOYMENT

Real Estate Appraiser: Self-employed fee appraiser

(1998-Present) Performed residential real estate appraisals throughout Eastern Massachusetts, working closely with brokers, bankers, homeowners, homebuyers and government officials. Clients include Eastern Bank, Saugusbank, Medford Co-Operative Bank, Mass State Employees Credit Union, Fleetbank

Operations Manager, Don Shapiro Inc, Everett MA. Wholesale produce vendor(1985-1997)

Completely responsible for inventory control, tracking of purchases and sales, accounts receivable, accounts payable, payroll, maintenance of general ledger, reconciliation of accounts, administration of company health insurance plans. Supervised a staff of assistants and telemarketers. Established, in consultation with buyers and salespersons, prices for commodities, both in general and for specific customers. Accomplishments include setting up, maintaining and supervising the company's computer system including the modifications to, and updating of, the system as dictated by changing company needs and the availability of new technology.

EDUCATION:

Boston University, BA in Government

Post-baccalaureate education in Mathematics and Science, Salem State College

Courses leading to Mass State Real Estate Appraiser's License, Mass Board of Real Estate Appraisers and elsewhere, followed up by continuing education.

REFERENCES:

Excellent business and personal references available upon request.