
PROPERTY ASSESSOR RESUME

Summary:

A highly accomplished, dedicated and disciplined Property Assessor accustomed to dealing with a wide variety of professionals; contributes exemplary customer service.

Professional Experience:

Senior Property Assessor January 2007 – present
Gaia Tech Inc., Atlanta, GA

Responsibilities:

- Determined the fair value of properties by appraising each property.
- Facilitated field inspection, structural measurement, calculation, sales analysis, market studies and income and expense analysis to determine taxability and value of properties.
- Determined value by inspecting properties, considering factors such as market value, location, and building or replacement costs.
- Determined changes in property due to construction or demolition by conducting regular reviews of property within jurisdiction.
- Declared notices of assessments and taxes.

Property Appraiser May 2004– January 2007
Suncorp Group, North, SC

Responsibilities:

- Appraised properties requiring the measuring and sketching of structures and land parcels using legal descriptions, maps and drawings.
- Facilitated surveys on residential construction to determine status or completion of structures.
- Calculated and evaluated value of structures and parcel using approved procedures and manuals.
- Assisted property assessors and senior appraisers in appraising properties.
- Assisted higher classification in facilitating road surveys, calculations, and statements.
- Communicated assessment information and inquiries as requested by the clients.

Town Appraiser February 1999 – May 2004
Town of Burlington, Burlington, MA

Responsibilities:

- Determined the fair value of properties by appraising each property.
- Facilitated field inspection, structural measurement, calculation, sales analysis, market studies and income and expense analysis to determine taxability and value of properties.
- Determined value by inspecting properties, considering factors such as market value, location, and building or replacement costs.
- Determined changes in property due to construction or demolition by conducting regular reviews of property within jurisdiction.
- Declared notices of assessments and taxes.

Property Appraiser May 2004– January 2007
Suncorp Group, North, SC

Education:

Masters Degree in Finance, Stanford University, 1999
Bachelor of Science in Business Administration, Stanford University, 1994

Skills:

- Driven and Determined
- Good communication skills, both written and verbal
- A creative approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organizational skills
- Commercial awareness for pricing and analyzing data
- Good numeracy skills and good knowledge in statistics

- Proficient in computer skills

Awards and Honors:

Dean's Lister, Stanford University, 1994

Certified: National Appraisal Board Examination

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