**Linda Weathers**

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**My Goals:**

**Work History:**

**SiliconSage Homes March 2016 to January 2020**

**Escrow Manager/Office Manager**

Responsible for all escrow closings – contracts properly documented, loan docs in title, disclosures, etc. Created all documents to use Sales Simplicity software tool. Admin for tools for sales team including DocuSign, Sales Simplicity, Excel (extensive use). Coordinated with Architecture, Construction, lenders, title company, warranty, etc.

**Keller Williams Realty** June 2015 to February 2016

**Broker Associate**

Still new to being a Realtor but by no means new to real estate as a business, I am learning the business of Real Estate and volume transactions. My focus is new homes sales, condo and townhomes as most of the new home building is in this format.

**J Williams Staffing** January 2015 to February 2016

**Sales Office Assistant**

Duties include: Visitor greeting and registration card completion (on line and on paper), detail explanation of property for those visitors who are pre-qualified, directing to models and then answer any questions after viewing models and floor plans. Helped with assembly of presale lot folders, reviewed contracts, input registration cards at various projects.

**Security National Mortgage Co.**

**Mortgage Loan Officer** May 2014 to January 2015, Campbell, CA

Providing home loans to qualified buyers in California. Gained more knowledge on mortgage products and the loan process. Working with Homeowners to understand their financial picture to offer them financing and refinance options including FHA, VA, Conforming, Jumbo, and Reverse Purchase Mortgages and Streamline Refinances.

**Geneva Financial, LLC**

**Mortgage Loan Officer** October 2013 – May 2014, San Jose, CA

Providing home loans to qualified buyers in California. Gained knowledge on mortgage products and the loan process. Working with Homeowners to understand their financial picture to offer them financing and refinance options including FHA, VA, Conforming, Jumbo, and Reverse Purchase Mortgages and Streamline Refinances.

**SA Short Sale Services**

**Sr. Partner** January 2007 – March 2014, San Jose, CA

We work with Real Estate Agents and Investors by providing the services of processing their short sale packages for their sellers. We work with the bank to get the short sale approved. We currently work with 15 realtors and investors. We have processed more than 150 short sales and eliminated over $40 million in negative equity.

**BMC Real Estate** October 2012 – October 2013 San Jose, CA

**Broker/Associate** September 2010 – December 2011 San Jose, CA

New to being a Realtor but by no means new to real estate as a business, I had been working with and for Investors for the past 7 years. My focus is helping homeowners who can no longer afford their homes, sell and start their lives over again from a better place.

**Trimble Navigation**

**Production Planner** March 2006 – March 2007 Sunnyvale, CA

In this role in a temp position, I had responsibility to schedule all customer backlog to request dates based on analysis of material availability. The forecast is also managed – coordination with Business Unit Managers and Marketing, roll up to a single forecast and manage supplier base driving to need dates. Reduced WIP cycle time to 2 weeks from 16 weeks on items produced in-house. Effective in realigning supplier material driving to our need dates. Worked with Project Managers to help speed up transition to full production.

**Numerous other position** 1978 to 2006 Sunnyvale and San Jose and Sacramento, CA

Positions as NPI Planner, Engineering Materials Support, Production Planning, Materials Management, Outsource Manufacturing Manager, Offshore Production Implementation and Management and other positions in the production materials management functions.

**Licenses held:**

Bureau of Real Estate – Real Estate Broker license # 01854612

Bureau of Real Estate – Mortgage Broker license # 01854612, NMLS # 325672

California Department of Insurance – Life, Health and Disability license # 0E00276

CTEC, PTIN, EFIN – licenses for tax filing purposes

**Education:**

Courses for licensing and annual continuing education courses to keep licenses current and valid

Numerous courses for enjoyment, always learning to be a better resource to my clients and friends

Bachelor of Business Administration, National University