

Warence Mae Smith

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Lauderhill, FL 33311
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Skills

- Supervisory Skills
- Advanced software and technology skills
- Type - 53 wpm
- 10-Key

Employment History

Charles Rutenberg Realty, LLC

Real Estate Sales Associate, 2020 - Present

- Assist Buyers and Sellers with properties
- Perform real estate market analysis
- Showing of available properties
- Stage properties to make them more appealing to buyers
- Prepare documents for sellers and buyers (ie contracts, closing statements)

Unity Compliance & Services, Inc., Lauderdale, Florida

Owner, 2007 - Present

- Provide services to non-profits, private organizations and communities throughout Broward
- Assist individuals in completing forms for personal or legal purposes
- Provide supportive representation to clients at appointments, meetings and conferences
- Consult with clients and provide assistance in starting, enhancing and maintaining a small business

Smith On-Line Services, Inc., Lauderdale, Florida

Owner, 2005 - 2012

- Conduct telephone sales for office supplies
- Consistently average 99.5% on monthly monitoring and often above sales quota for month

The Answer Group, North Lauderdale, Florida

Computer Technician, 2003 - 2005

- Provided telephone computer support
- Scheduled on-site technician appointments
- Processed billing invoices

New Beginning Wedding Rental & Accessories, Fort Lauderdale, Florida

Owner, 2002 - 2003

- Provided special occasion planning, sales and rentals

Transeastern Properties, Coral Springs, Florida

Administrative Assistant, 2000 - 2001

- Processed weekly financial reports
- Performed data entry
- Arranged appointments
- Provided outstanding customer service
- Color Designer

M & S Cleaning Service, Fort Lauderdale, Florida

Owner, 1997 - 2001

- Provided clean up services for residential and commercial properties

Education

Certificate, Word Processing, 1991

Urban League of Broward County, Fort Lauderdale, Florida

Certificate, Data Entry, 1986

CareerCom College, Fort Lauderdale, Florida

General Education Diploma 2008

Sheridan Technical Center, Hollywood, Florida

Affiliations

President (2018-Present)

St. George Birthday Group, Inc., City of Lauderhill

President (2002-2013)

St. George Civic Association, Inc. City of Lauderhill

Past Member

Broward Beautiful Advisory Board for Broward County

Past Member

Nuisance/Abatement Board for City of Lauderhill

Past Member

Charter Review Board for the City of Lauderhill

Community Involvement

Mount Bethel Baptist Church, Fort Lauderdale, Florida
Evangelism Counselor

Girl Scouts Beyond Bars, Fort Lauderdale, Florida
Counselor

Living Word Community Church
Food Pantry Intake Clerk

Board of County Commissioner
Broward County Broward Beautiful Advisory Board

Guardian AD-Litem of Broward County
Volunteer Child Advocate

Amendment 4
Voter's Restoration Amendments

Rebuilding Together Broward
Volunteer