

RESUME

Carol Burbank Hensley

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Objective

To live a happy, healthy, and rewarding life with few regrets

Summary of qualifications

- Proven sales ability in the real estate environment.
- Innovative management and marketing skills
- Organized and meticulous, with exceptional communication skills. Adept at building strong business relationships with diverse range of clientele, co-workers and management.
- Hard worker and quick learner, adapting easily to new protocols and changing environments.
- Excellent learning agility to quickly grasp new concepts and circumstances, demonstrated resourcefulness and problem-solving skills, with outstanding energy level and initiative. Able to coordinate and complete multiple projects in deadline oriented environment.
- Work well independently as well as in a team environment
- Proficient in many computer applications
- Expert knowledge of graphic design and editing programs
- Extensive experience with various types of photography equipment

Work Experience

Group One Realtors

1990-Present

Owner/Broker for Residential Brokerage

- Manage residential real estate office in east Dallas
- Coordinate daily office tasks-bookkeeping, accounts payable, telephone responsibilities, and technical support for agents' computer problems
- Assist agents with marketing skills, educational development, and problem solving
- Keep records of company business transactions, contracts, inspection records, loan records and various daily operations
- Plan and produce promotional and marketing materials for company and agents
- Photograph company listings
- Create and maintain company website
- List, show, and sell homes to established referral base

Whiteside Associates

1985-1990

Real Estate Agent

- List, show, and sell homes to clients
- Photograph listings and prepare graphics
- Keep records of personal business transactions, contracts, inspection records, loan records and various daily operations
- Coordinate promotional and marketing events for listings
- Create presentations (spreadsheets, property promotions, maps) for customers

Kid's Korner

1983-1985

Owner of Children's Clothing Store

- Create, operate, and manage a children's clothing store
- Attend the seasonal children's clothing wholesale markets at Market Hall and purchase children's clothing for resale
- Provide quality customer service to customers
- Keep records of business transactions

Armstrong Elementary - Highland Park Independent School District

1978-1981

Teacher

- Teach 3rd and 4th grade curriculum in a upper-middle class neighborhood
- Communicate effectively with students, parents, other teachers, and principal
- Provide the best possible learning environment for students with various learning abilities and problems

Education

Texas A&M - Commerce

Graduate December 2006

Doctor of Education in Higher Education- Supervision, Curriculum, & Instruction

Richland College – Dallas

Certificate August 2006

Certificate in Multimedia – Visual Design and Web Development

Southern Methodist University - Dallas

Graduated August 1979

Master of Arts in Elementary Education

University of North Texas - Denton

Graduated December 1976

Bachelor of Science in Secondary Education-English & German

Professional Designations, Awards, & Affiliations:

- Licensed Realtor Since 1985
- Licensed Real Estate Broker Since 1987
- Rookie of the Year 1985
- Yearly Summit Award Winner – (1986-present)
- Multi-Million Dollar Producer Yearly Since 1986
- Numerous Production Awards – Units Sold & Volume
- Graduate Realtors' Institute (GRI) 1988
- Certified Residential Specialist (CRS) 1988
- Certified Residential Broker (CRB) 2000
- Greater Dallas Association of Realtors Since 1985
- Subscriber to Multiple Listing Service (MLS) Since 1985
- Subscriber to North Texas Real Estate Information Service (NTREIS)
- Texas Association of Realtors Since 1985
- National Association of Realtors Since 1985
- Women's Council of Realtors (WCR)
- Kappa Delta Pi (International Educational Honor Society)

Other Current and Recent Memberships & Organizations

- Lakewood Service League Since 1982 (Founding Member and Past President '83)
- Lakewood Early Childhood PTA (Board Member various positions)
- Highland Park United Methodist Church
- Lakewood Elementary School PTA (Board Member various positions)
- J. L. Long Middle School PTA (Board Member & Past PTA President '93-'94)
- Woodrow Wilson High School PTA (Board Member various positions)
- Lakewood Country Club
- United States Tennis Association
- Lakewood Women's Tennis Association-Past President 2002
- Tennis Competitors of Dallas – Captain 2003-2004
- Member of B.O.D.Y. Boot Camp (Graduated May, 1999)
- Public Affairs Luncheon Group
- Lakewood Botanical Society
- Lakewood Lunch Bunch
- Possum Hollow Sewing Club
- Wilkinson Center Auxiliary
- Lakewood Library Friends
- Lakewood Literary Guild
- Lakewood Business Association (Organizer) – President 2005 & 2006
- Lakewood July 4th Parade Organizer – 1986-Present

Technology Skills

- All Adobe CS Products, Adobe Premiere Pro, Adobe After Effects, All Microsoft Office Products, Macromedia Dreamweaver, XHTML and CSS
- Websites created and maintained: <http://www.grouponerealtors.com>, <http://www.hensleyphotography.com>, <http://www.lakewoodshoppingcenter.com>, <http://www.lakewood-wta.org>