

Amanda Z. Reeves

Hostetter Schneider Realty Partners • 5105 Paulsen Street, Suite 200A • Savannah, GA 31405 • 912.353.7707 • amanda@hsrealtypartners.com

WORK EXPERIENCE

- 12/2009 - PRESENT **HOSTETTER SCHNEIDER REALTY PARTNERS** SAVANNAH, GA
ASSOCIATE BROKER
- List and sell commercial real estate throughout the greater Savannah area
 - Represent and assist landlords in finding credit tenants for their properties
 - Represent both national and local clients in their search for business locations and negotiate sales contracts and/or leases on their behalf
 - Perform market and financial analysis
 - Attend conferences such as International Council of Shopping Center to promote my listings and stay up to date on current market trends
- 3/2008-12/2009 **MELAVER MOUCHET** SAVANNAH, GA
SALES ASSOCIATE
- Listed and sold commercial real estate throughout the greater Savannah area
 - Represented and assisted landlords in finding credit tenants for their properties
 - Promoted sustainable development through education and support of the United States Green Building Council
- 6/2006-2/2008 **CORA BETT THOMAS REALTY & ASSOCIATES** SAVANNAH, GA
SALES ASSOCIATE
- List and sell real residential estate throughout the greater Savannah area for a range of properties from \$100,000 to over \$1,000,000
 - Actively market property listings using a variety of mediums and methods
 - Provide a high level of customer service through regular communication, custom marketing, and thorough knowledge of the real estate market
- 4/2003-6/2006 **KPMG LLP** ATLANTA, GA
SENIOR ASSOCIATE (OCTOBER 2004 TO JUNE 2006)
ASSOCIATE (APRIL 2003 – SEPTEMBER 2004)
- Planned and executed the day-to-day activities of various Information Technology (IT) audit and advisory engagements
 - Evaluated audit compliance by analyzing, testing and documenting the key controls of business processes; identified and communicated IT audit findings to senior management and clients
 - Supervise and provide performance management for IT audit staff working on assigned engagements
- 1/2002-4/2003 **CERNER CORPORATION** KANSAS CITY, MO
INTEGRATION ANALYST (BASED IN ATLANTA, GA)
- Participated in Integration Testing at one of Cerner's three Medical Integration Alpha Sites
 - Troubleshoot production and test environment issues
 - Helped to provide 24-hour support during different hospital conversions
- EDUCATION** **University of Georgia – Terry College of Business**
Bachelor of Business Administration in Management Information Systems (MIS) May 2001
Graduated *Cum Laude* and *With Honors* (from the Honors Program)
- COMPUTER SKILLS** Highly proficient in Microsoft Office Products (Excel, Word, Access, Publisher, etc), Windows. Working knowledge of HTML, SQL, Visual Basic, Java, and UNIX.
- PROFESSIONAL CERTIFICATIONS/ DESIGNATIONS**
- Licensed Real Estate Broker in Georgia and South Carolina
 - Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
 - Candidate, Certified Commercial Investment Member (CCIM)
 - Member, International Council of Shopping Centers
 - Historic Savannah Foundation certified realtor
 - 2007 Savannah Board of Realtors Distinguished Sales Society

**VOLUNTEER/
ACTIVITIES**

- Telfair Museum Member/William Jay Society (2009 Monte Carlo Chairp)
- Savannah Jewish Federation (including Board of Governors, Young Jewish Savannah Steering Committee, and Young Leadership program)
- Historic Savannah Foundation (2009 Garden Expo committee & 13th Colony Society Member)
- Member of Agudath Achim Synagogue & Jewish Educational Alliance
- Savannah Bridge Run 10k, Tybee Island Half Marathon, and Susan G. Komen Race for the Cure
- Memorial Health's Next Generation member (to benefit the Children's hospital)
- Sigma Delta Tau Sorority Alumni Association