

# JEANNINE GERKMAN, REALTOR®

181 SECOND AVENUE #100, SAN MATEO, CA 94401

(650) 533-0998 [www.home-heart.com](http://www.home-heart.com)

**Realtor** with Coldwell Banker since July, 1997 – Continue to help families purchase and/or sell homes in the Bay Area, focusing in Belmont and San Mateo County. Licensed to work anywhere in the State of California.

- Listen and ascertain client's preferences and needs, research and report, communicate.
- Work with stagers, gardeners, contractors, and inspectors to get homes "sale-ready" and appealing.
- Educate sellers about their Federal, California and local disclosure obligations. Compile disclosure packages.
- Write ad copy, take photos. Create advertising campaigns.
- Set-up showing times and conduct open houses.
- Coordinate offer dates and negotiate contracts; communicating with Realtors, title and escrow officers, lenders and other professionals to coordinate smooth and successful transactions.

**Builder/Stager/Artist** - In 1989, my husband and I purchased bare land in the Belmont hills. In 1994, we completed construction as owner/builders. Once permits and financing were in place, our home was finished in 13 months, under budget. We contracted with Jim Dowgialo, General Contractor and numerous sub-contractors and worked shoulder to shoulder with them to construct a snug single-family residence on an upslope behind a huge oak tree in an established residential neighborhood.

**Marketing Coordinator** U.S. First Credit Union - Collaborated on advertising and marketing campaigns for a small credit union looking to expand their business. Wrote instruction manuals. Trained personnel in Hawaii, Los Angeles and Seattle.

**Loan & Business Officer** Security Pacific Bank & Bank of America - Worked with small to mid-sized business owners to assess needs and provide services. Helped consumers obtain real estate loans, lines of credit and other banking products. Motivated staff to achieve sales goals. Solicited business via telemarketing, on-site calling and cross-selling (Performance consistently rated "Exceed"). Worked as Assistant Vice President, Sales Coordinator in Foster City, Redwood City and San Mateo.

## Awards

- Coldwell Banker International President's Circle 2000 and 2002; Sterling Club 2004
- Honorable Mention Ribbon for Pencil Drawing at San Mateo County Fair 2013
- First, Second and Third Place Ribbons for Poems at the San Mateo County Fair 2014
- Finalist, Picture Books – Preschool, Beverly Hills Book Awards 2016

## Credentials

- REALTOR® since 1997 (BRE 00980740)
- Accredited Staging Professional since 2002
- Board of Directors, U.S. First Federal Credit Union 2005
- Chair of the Supervisory Committee, U.S. First Federal Credit Union 2003-2005
- Secretary Treasurer, BNI (Business Networking International) Mid-Peninsula Chapter 1999-2004
- Author, Spring, Dog Ear Publishing, ISBN 978-1-4575-3852-0, ©2015
- Newsletter Editor, California Writer's Club SF/Peninsula 2017

## Languages

- English
- Spanish

HOME IS WHERE THE HEART IS ♥  
I GET IT DONE AND MAKE IT FUN!