



STACY CARTER

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404-226-7214

OBJECTIVE

To become a valuable asset to a dynamic company, utilizing my excellent communication/interpersonal skills and my ability to broker partnerships and alliances to produce desired outcomes.

SKILLS

I am a results-oriented skilled problem solver with over 15 years of project management and sales experience. Proficient in MS Office, Calyx, QuickBooks, and data analysis.

EXPERIENCE

REAL ESTATE ASSOCIATE BROKER • VPR • MAY 2016 – PRESENT

Assists buyers and sellers with all of their real estate needs. 98% of all clients purchase first home shown. Maintains active troubleshooting and negotiating through closing. Resolves problems using independent judgement and discretion. Worked for custom builders in the \$500k to \$2 million price range.

PROJECT MANAGER • ACM DESIGNS, INC. • 2012 – APRIL 2016

Balanced multiple decorating and renovation projects. Assisted with every aspect of design from creating mood boards to installation. Converted 80% of leads to clients. Responsible for bookkeeping and recording all financial transactions.

PROGRAM SPECIALIST • CLARK ATL UNIVERSITY • 2009 – 2011

Managed 14 Title III funded undergraduate and graduate programs with a \$35 million budget. Developed strategies to support the strategic plan of the University. Improved Project Managers timeliness in submitting required documents to the Department of Education, resulting in 100% of all required reports completed on time. Resolved conflicts, identified budget solutions, and achieved 99% stakeholder satisfaction.

EDUCATION

BACHELORS OF SCIENCE, PSYCHOLOGY • GA STATE UNIVERSITY

REAL ESTATE BROKER LICENSE • GA MLS SCHOOL

Pursuing PMP & Digital Marketing Certification