

# RAMONA CARTER

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OBJECTIVE: Highly experienced, energetic and motivated licensed real estate professional seeking long term tenure with a growing and forward thinking company.

## EMPLOYMENT:

### Small Business Owner/Real Estate Broker – NJ & GA 2005 - (Present)

- \* Licensed Real Estate Broker in Georgia - 2007
- \* Licensed Real Estate Agent in New Jersey – 2005
- \* New Homes Construction on site Real Estate Agent:
  - Silver Oak in Acworth GA & Highland Falls in Hiram GA
  - Lexington Park & Parks at Durham Lakes in Fairburn GA
  - Dutchtown Village & North Valley in Henry County
  - Durham Lakes & The Fairways at Durham Lakes Golf Course Community
- \* Broker/Branch Manager of Maximum One Realty in East Cobb & Alpharetta
- \* REO/Bank Owned Real Estate Professional with documented experience
- \* Negotiate Purchase and Sales Contracts for the acquisition and/or transfer of Real Property. This consists of: New Construction, Resale, REO and Bank Owned properties
- \* Successfully guide, educate and communicate with Home Buyers, Sellers and REO Management Companies through the process of purchasing and selling property

### KOS Pharmaceuticals, Incorporated – Cranbury, NJ 4/2003 – 11/2006

#### Buyer of Corporate Purchasing

Negotiate on a daily basis with a wide vendors to secure favorable pricing for raw materials, lab solvents, lab equipment, production and facility equipment, computer and wireless devices, contracts (service and materials), and special order items.

- \* Proficient in MRP based planning system: AS400/BPICS.
- \* Assist in the coordination of the seamless launch and integration of the new centralized Procurement Department for all field locations reporting to corporate office in New Jersey.
- \* Secure a national contract for lab solvents that will yield savings of \$7K for 2005.
- \* Account for accumulated monthly cost savings of \$12K year-to-date for 2005.

### KOS Pharmaceuticals, Incorporated – Edison, NJ 4/2001 – 4/2003

#### AS400 Purchasing Operator / Administrative Assistant

Provided administrative and purchasing support to The Vice President of Manufacturing & Engineering, The Associate Director of Engineering, and The Associate Director of Production, while contributing to the control of \$3.18M for the Engineering Department's Budget.

- \* Renewed, maintained, and initiated payments for all environmental, facility, and operating permits.
- \* Negotiated/Purchased service and equipment contracts for the Engineering and Manufacturing Departments.
- \* Within 1 year on the job, became the purchasing SME (Subject Matter Expert).
- \* Expanded purchasing support to Quality Control Dept., Business Licensing & Development Dept., and Materials Management.

K-Mart of Hazlet – Hazlet, NJ 4/1997 – 11/2000

Old Line Finance Mortgage Co. – East Brunswick, NJ 4/1997 – 11/2000

Shiseido Industries, Incorporated – Monroe, NJ 4/1997 – 11/2000

*Office Manager/Cash Manager*

Reconciled daily bank deposits and receipts, and ensured timely deposits.  
Completed store reports to accurately track profit increases and reductions.  
Worked independently to meet company deadlines and manage cashiers.

Cablevision Cable Company – Piscataway, NJ 5/1994 – 10/1997

*Customer Service Representative & Cable Center Representative*

Assisted customers with billing concerns in a high volume call center. Provided technical support to customers via the phone as well as in person at various cable center locations.

## EDUCATION

Georgia State Approved Broker Real Estate License Course: 2013

New Jersey Approved Real Estate License Course: 2005

Continuing Education Courses: 2007 - Present

Middlesex County Community College, Edison, NJ: 1992 - 1994

Business Administration & Certification – Microsoft Office User Expert  
(MOUS)

Cittone Institute, Edison, NJ: 1990 - 1992

Stenography/Court Reporter Certification

## SKILLS / PROFESSIONAL CERTIFICATIONS

GA Licensed Real Estate Broker

NJ Licensed Real Estate Salesperson –Weichert Real Estate

Founder/President: Remnants of Christ (Non-Profit Organization)

Small Business Owner: Carter & Carter Associates (Property Management)

AS400, Microsoft Word, Excel, Power Point, Access, Windows, interpersonal, excellent communication skills, light accounting skills

## AFFILIATIONS

NAR - National Association of Realtors

The Gathering Spot Member

Empire Board of Realtist

Georgia Board of Dekalb Association of Realtors

GAR (Georgia Association of Realtors) - Professional Development Committee

Biltmore's Who-is-Who