



Tori J. Walker

Work History

Divine Life Realty Group, LLC - Realtor/Real Estate Broker

Spring, TX

01/2014 - Current

- Licensed Commercial/Residential Real Estate Broker: Alabama, Georgia, Tennessee and Texas. Compliance real estate broker responsible for real estate commercial/residential portfolios exceeding \$750,000,000 through its offices in Arizona, Texas, and Tennessee. Currently consulting and managing real estate portfolios for various companies.
- Knowledge of enterprise data architecture with modern applications Ability to think beyond current state (processes, roles and tools) and work towards an unconstrained, optimized design. Experience leading projects. Knowledgeable of data warehouse, reporting, analytics and data interpretation Advanced knowledge of data analytics tools (e.g. **Power BI, Tableau, Qlik Sense**). Experience with Microsoft data collection and automation platforms (i.e. **PowerApps, Power Automate**). Property management software to include; **Buildium, Yardi Breeze and AppFolio**. Work effectively engage with varying levels and geographies, including senior business leaders. Ability to partner with a multi-tiered and matrixed organization model to support complex data programs.
- Ability to work in multi-vendor scenario and work with product vendors on tickets and enhancements. Consult with customers to assess needs and propose optimal solutions. Oversee business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs.
- Negotiate commercial/residential real estate contracts to navigate transactions between buyers and sellers. Establish and developed real estate agency, driving recruitment and operational growth.
- Manage portfolios, expert knowledge of working with budgeted parameters. Input income and expense details into database to track business finances and address variances. Maintain updated knowledge of regulatory changes to adjust business operations accordingly.

Conroe Independent School District - Business

Administration/Technology Education/Training and Development Manager

Conroe, Texas

08/2012 - 12/2016

✉ Walkertj0516@gmail.com

☎ (254) 466-2055

📍 Spring, Texas 77386

Skills

- Leadership and People Development
- Staff Management
- Diversity and Inclusion Training Specialist
- Effective Communicator and Public Speaker
- Change and Growth Management
- Budgeting and Cost Control
- Executive Leadership
- Quality Assurance
- Coaching and Mentoring
- Portfolio Management
- Strategic Planning
- Business Consulting
- Management Team Leadership
- People and Culture
- Clientele Management
- New Business Development
- Negotiation and Persuasion
- Contractor Management
- Property Management
- Commercial Property

Education

08/2013

Certification

Texas A & M Commerce

Master of Arts: Educational Administration

- Verified compliance with all state and local education requirements. Extensive Learning Management Experience Developed distance learning tools and curriculum and supported faculty with implementation. Supervised district technology adoption and training facilitation district wide. Effectively implemented best training practices and adult learning principles in planning and creation of instructional materials. Planned and monitored implementation of technology-based learning programs.
- Designed course materials and supported implementation. Designed, implemented and managed successful training programs to meet department and school needs. Developed assessments and user polls to evaluate course effectiveness, altering content and delivery to achieve student learning goals. Provided subject matter expertise on all courses, materials and lesson plans. Contributed to development of comprehensive employee training courses. Directed day-to-day operations of education program and supervised support staff to delegate assignments and evaluate performance.
- Evaluated programs and monitored implementation and compliance with regulations to achieve objectives. Designed or used assessments to monitor student learning outcomes. Support and promote organizational culture that encourages high performance, high morale, integrity, trust, and teamwork. Recruit, develop, retain, mentor, and coach team members.

Spring Independent School District - Educator/Career and Technology Coordination/Instructional Technology Facilitator

Houston, Texas

01/2009 - 01/2012

- Designed, implemented and managed successful training programs to meet department and school needs. Designed course materials and supported implementation. Supervised district technology adoption and training development district wide.
- Teamed with subject matter experts in evaluation and revision of training tools in order to continually improve learning platforms. Collaborated with administrators to determine course objectives. Effectively implemented best training practices and adult learning principles in planning and creation of instructional materials. Planned and monitored implementation of technology-based learning programs. Negotiated contracts and delivery plans with vendors.

Killeen Independent School District - Business Education/ District Career Technology

Killeen, Texas

01/2006 - 01/2009

- Develop and monitors strategies for ensuring long-term financial viability of organization. Delivered engaging curriculum through diverse methods of classroom instruction, computer lab activities and online learning systems.
- Participated cooperatively with appropriate administrator to develop the method by which he/she will be evaluated in conformance with

05/2004

Hawaii Pacific University

Honolulu, HI

Bachelor of Science: Management
Information Systems

05/2000

Hawaii Pacific University

Honolulu, HI

Associate of Science: Computer Science

05/2000

Hawaii Pacific University

Honolulu, HI

Associate of Science: Accounting

Certifications

Technology Certifications:

Directorate of Information Management
(INFOSEC) Information Assurance
Security Officer/Systems Analyst Certified
Information Assurance Security Officer
Systems Analyst
Certified Information Manager
Certified Network Administrator

Educations Certifications:

Certified: Business Composite 6-12
Certified: Texas Principal (K-12)
Administration
Certified: Instructional Leadership
Development Professional (ILD) Certified:
Instructional Technology for Higher
Learning Development and Appraisal
International Business Curriculum and
Instruction

Real Estate

Alabama Real Estate Realtor/Broker's
License

Georgia Real Estate Realtor/Broker's
License

Tennessee Real Estate Realtor/Broker's
License

Texas Real Estate Realtor/Broker's License

district guidelines. Supervised curriculum implementation and worked to implement curriculum and other developmental programs, that would facilitate student success. Continuously met with a cadre of CTE educators to identify needs of CTE students and district CTE implementation of adopted software.

- Participated in curriculum and other developmental programs. Work with principals, department heads, teachers, and others who will help implement the district technology plan.

U.S. Army: Directorate Of Information Management - Information Technology Specialist/Instructional Technology Trainer

Fort Hood, TX

01/1999 - 01/2006

- Managed/Supervised government/civilian personnel. Assists in the recruiting of personnel by overseeing and evaluating the hiring process of division personnel; reviewing examinations and interview questions, and making recommendations in hiring, discipline, and termination matters
- Formulating and justifying new statutory initiatives to address unique problems, to meet newly emerging acquisition needs, and to resolve critical procurement process problems. Ensured training of all division personnel meets or exceeds mandated standards by overseeing the division training program, submitting proper paperwork, and seeking cost effective alternatives in training
- Supported division policy development and compliance by ensuring policies are updated and distributed and conducting reviews of new and changed policies Lead and facilitate student discussion, problem solving, and presentations/briefings. Developing, implementing and analyzing data requirements for planning and measurement systems. Analyzing performance of procurement activities against various procurement indicators and goals.
- Assistance in tracking/monitoring contract actions to ensure compliance with GSA policy, administrative procedures, regulations, and statutes. The liaison between the department and numerous organizations and agencies by maintaining influential status and preparing presentations and reports. Managed annual communication budget by conducting research on budgetary needs, justifying requested funds, tracking and documenting all expenditures, and arranging payment of division bills. Managed all equipment/technology issues of the Communications Center by maintaining wide knowledge base ensuring uninterrupted service of phone equipment, radio equipment, computer based systems, and recording equipment; providing basic trouble shooting and maintenance; and researching/developing new systems to improve services.

Directorate Of Information Management (U.S. Army) -

Telecommunications Analyst/ Senior Systems Administrator

Fort Hood, TX

01/2001 - 01/2005

**Hawaii Pacific University - Registration Coordinator/Admissions
Advisor/Business Development Manager**

Honolulu, HI

10/1996 - 10/2001

**Austin Peay University - Admissions Coordinator/Financial Aid
Administrator**

Fort Campbell North, KY

05/1995 - 09/1997

