

DINA BURKS
1503 MAIN ST PMB #171
GRANDVIEW MO 64030
816-885-4477 MOBILE

WORK EXPERIENCE:

With over 25 years of comprehensive experience in real estate, project management, contract management and consulting. I bring a wealth of expertise to your professional endeavors. My credentials as a licensed Real Estate Professional, holding a Salesperson license in Kansas, along with Broker licenses in Missouri, Alabama, Arkansas, Georgia, Wisconsin and Nebraska, demonstrate my broad geographic reach and deep industry knowledge. Additionally, my role as a Realty Specialist and Warranted Lease Contracting Officer for the United States Department of Agriculture further underscores my specialized skills in Government real estate operations and contract management. My extensive background positions me as a highly qualified expert capable of navigating complex real estate transactions, managing diverse projects, overseeing/managing real estate brokerages and advising clients effectively across multiple jurisdictions.

Real Estate Professional 1/2000 - Present

Missouri, Alabama, Arkansas, Georgia, Wisconsin and Nebraska Real Estate Broker plus Kansas Salesperson License

Duties and Responsibilities:

- Broker of Record
- Designated Broker
- Managing Broker
- Qualifying Broker
- Managing and overseeing all real estate transactions within a brokerage, ensuring compliance with legal and ethical standards.
- Supervising agents, managing paperwork, and ensuring all deals adhere to regulations.
- Knowledge of real estate practice and principles.
- Knowledge of local, state and government regulations and policies concerning real property and ability to interpret and apply those practices and principles to realty transactions.
- Property Management and leasing.
- Manage the full spectrum of property assets related to leased space.
- Work directly with landlords and brokers to meet space needs/requirements.
- Negotiate terms and conditions of leases.
- Review offers to lease and lease agreements.
- Basic knowledge of safety regulations to identify potential safety problems during compliance and utilization inspections.

- General knowledge of appraisal principles, practices, and techniques to estimate and negotiate the value of property, typically using the market data approach where there are numerous comparable properties.
- Experience in interpreting engineering drawings and to identify encroachments.
- Ability to enter and manipulate electronic databases and use data processing software.
- Experience with Customer Relationships Management (CRM) tools.
- Adhere to and enforce the state rules and guidelines for real estate professionals.
- Market and promote the sale of real estate property.
- Provide professional customer service to clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations by being a subject matter expert committed to providing quality professional products and services.
- Assign, manage and review the work of contractors.
- Properly retain and store legal documents.
- Renewal/renegotiation and administration of terms and conditions of real estate contracts.
- Examine and analyze public records/appraisal reports/right of way maps and title evidence to identify matters affecting negotiations.
- Proficiently access, retrieve and interpret real estate and lease management data.
- Meet and exceed annual sales quotas.
- Develop and maintain client/customer base.
- Knowledge of area home loan programs
- Knowledge of HUD and assistance properties.
- Knowledge of Section 42 of IRS tax code.
- Read and interpret blueprints, site plans and designs.
- Acquire all types of real property interests.
- Verify ownership by obtaining tract ownership data, deals with other federal, state, or local government agencies, private landowners and/or their agents.
- Personally led, chaired, or facilitated meetings or briefings designed to convey technical, sensitive, controversial information and /or resolve complex issues/problems to individuals or groups effectively, considering the audience. My oral communication skill set includes listening to others and observing nonverbal cues which I in turn respond appropriately.

Notary Public – Missouri

1/2020 - Present

- Examining legal documents to verify completeness
- Verifying identities of document signers
- Determining the willingness of document signers to prevent fraud
- Entering document signing information into a notary journal
- Administering oaths and taking acknowledgments
- Legally affixing notary seals on completed documents
- Strong communication skills

- Problem-solving skills
- Ability to work independently
- Ability to work well with others
- Strong reading comprehension skills
- Ability to be flexible when scheduling notarizing appointments with clients
- Ability to exhibit empathy when working with sensitive documents and vulnerable clients

USDA – United States Department of Agriculture

3/2020 – 6/2025

Realty Specialist / Lease Contracting Officer Warranted

Duties and Responsibilities:

- Plans, coordinates, and administers assigned segments of the FPAC real property portfolio and as designated by the supervisor, provides support to in execution of cradle to grave real property management services.
- Works closely with internal stakeholders to coordinate and facilitate lease award and administration, to include coordinating and verifying performance of inspections for building code compliance.
- Researches, interprets, and applies complete regulations, policies, and procedures; generates reports; research and reviews written materials and documents to obtain a thorough understanding of issues and policies.
- Develops and applies effective problem resolution skills to identify problems to resolve issues and help improve the management of the real property portfolio by the branch.
- Research, interpret and apply a variety of complex regulations, policies, and procedures applicable to all aspects of managing assigned segments of USDA's real property portfolio resulting in lease awards.
- Ensure all actions taken are in accordance with law, regulation, and departmental policy.
- Performs pre-award and post-award functions involving highly specialized lease actions of significant importance to the agency. It involves systems or programs such as those involving research, development and production of extensive, specialized equipment or systems; state-of-the-art information technology products, equipment and/or services impacting customers throughout the nation and/or world; or similarly complex services integral to national defense or security.
- Performs procurement planning. Identifies those large-scale systems, components, and services to be acquired by contract. Develops procurement objectives and strategies in terms of competition and price range and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.

- Serves as an advisor to program officials in procurement planning meetings, identifying the procurement objectives and methodologies to be used and assists in the preparation of statements of work and acquisition plans. Prepares determinations and findings and solicitation documents. Performs detailed analyses of all elements of cost/price in contractor/potential lessors' proposals and makes competitive range determinations.
- Plans a comprehensive negotiation strategy, coordinates strategy with other technical experts involved and leads negotiations which are conducted with contractors/potential lessors to develop the contract/lease prices and terms. Awards the contract/lease.
- Evaluate technical bids or offers for responsiveness to and conformance with solicitation requirements.
- Evaluate cost or price proposals for sole source negotiated procurements.
- Provide input to IT project plans including development of project activities and resources.
- Identify, determine accuracy and relevance of information to generate a recommendation, solution, or alternative to problems by using sound judgement.
- Manages complex projects (balancing scope/quality, schedule, budget and risk) requiring the services of multiple disciplines (i.e., construction, design, IT, telecommunication, interior furnishings, etc.) from project initiation phase through financial closeout.
- Negotiating sound real estate business transactions.
- Interpreting multi-level customer needs and developing them into actionable requirements.
- Managing multiple stakeholders by developing relationship strategies.
- Developing, managing, and balancing project plans, budgets, and schedules, including assessing risk and developing appropriate mitigation strategies.
- Applying procurement knowledge and experience to manage contracts supporting assigned projects.
- Contract oversight, actively supervising and supervising the execution of contracts ensuring they meet the agreed-upon terms and deliverables, while also closely watching their performance against set standards to identify potential issues and maintain project success.
- Knowledge of contract administration and termination techniques sufficient to administer and close out contracts.
- Knowledge of contract types, methods of contracting and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, multiple awards, special provisions relating to proprietary rights and rights in data.

Social Security Administration 2007 - 2008
 KANSAS CITY MO
 Contact Representative

I contributed to the Agency's mission through direct service to the public. As the first point of contact, I was responsible for assisting beneficiaries or inquirers in person, by telephone or in writing to provide information on SSA laws, rules and regulations and Medicare Insurance Programs. This included obtaining information in order to determine eligibility and entitlement for programs administered by SSA, and using automation tools to access and update information about claims or potential eligibility.

Provided assistance to beneficiaries and the general public in person, by telephone, or in writing for the purpose of relaying information, communicating facts, policies and/or processes; Conducted interviews to determine the nature of the caller's question or issue; Explained technical information, gathered facts, evaluated evidence, and took action to resolve problems relating to all Social Security programs.

Social Security Administration 2008 - 2009
KANSAS CITY MO
Customer Service Representative

I contributed to the Agency's mission through direct service to the public. This involves receiving incoming calls through SSA's National 800 number and conducting interviews to determine the nature of the call or provide information on SSA laws, rules and regulations and Medicare Insurance Programs; obtained information in order to determine eligibility for programs administered by SSA; and using automation tools to access and update information about claims or potential eligibility.

Provided assistance to beneficiaries and the general public in person, by telephone, or in writing for the purpose of relaying information, communicating facts, policies and/or processes; Identified and responded to a variety of issues, and/or to provided technical and administrative information to vendors, management, third-parties and/or the public. Conducted interviews to determine the nature of the caller's question or issue; Explained technical information, gathered facts, evaluated evidence, and took action to resolve problems relating to all Social Security programs.

Social Security Administration 2009 - 2012
KANSAS CITY MO
Benefit Specialist

I contributed to the Agency's mission through direct and personal service to the public. This included speaking with beneficiaries about their rights under the Social Security laws, gathering facts and evidence to establish eligibility for benefits, making critical decisions to determine the benefit amount paid to individuals, and using state-of-the-art computer technology to access and update information about claims.

- I conducted interviews with the public to obtain, clarify, and verify information about initial and continuing eligibility for retirement, survivors, disability, health insurance benefits, and eligibility for supplemental security income including State supplements.

- In addition, I resolved discrepancies, clarify issues, and made final decisions for initial and post-entitlement for benefits and payments.
- Adjudicated and authorized entitlement or disallowance actions at all levels of difficulty and complexity under programs administered by SSA.

City of Kansas City Mo 2/2005 - 7/2007

KANSAS CITY, MO

CONSTRUCTION CODE INSPECTOR

- Comprehensive knowledge of engineering methods, techniques and disciplines, construction and/or remediation methods, techniques, cost materials, equipment, and safety practices.
- Knowledge of construction practices and techniques, construction trades, inspection practices and procedures and knowledge of safety practices in the construction industry.
- Ability to read and interpret engineering and architectural plans and specifications, to apply good judgment in the inspection situation and ability to use testing instruments.
- Ability to communicate effectively with the contractors, public officials, and user agency representatives.
- Effectively perform field inspections during various stages of construction to ensure code compliance.
- Review and analyze architectural/engineering plans and specifications, shop drawings, research reports, special inspection reports, and other technical data for the purpose of determining whether an installation is code-compliant or for the issuance of permits.
- Prepare architectural drawings.
- Works with engineers, inspectors, technicians, and aids to ensure that construction by contract is performed in accordance with contract plans and specifications including the application of sound construction principles, theories, and practices.
- Evaluate and analyze a wide variety of structural, mechanical, electrical, sprinkler and plumbing installations for code compliance.
- Inspect and monitor the application and the proper use of construction related materials.
- Update inspection results using web-based software and automated equipment to meet deadlines.
- Perform inspections using International Code Council
- Tour construction sites and observes construction methods and progress.
- Maintains liaison with contractors' representatives.
- Conduct on-site/field inspections for multiple contractors and resolve construction problems.
- Organize and prioritize inspection sites to meet deadlines.
- Use automated systems, i.e., e-mail, internet, WORD, excel, etc.
- Prepare written reports, memorandums, and charts.

- Review procedures, work provided by contractors, customer requirements and work requests to assure they meet requirements and are clear and understandable.
- Utilized information, standard data, and other reports to determine that established standards for timeliness, quality, completeness, etc. are met and followed.
- Skill in gathering/collecting information from a variety of sources.
- Research official documents.
- Compiling and charting statistical data.
- Interview contractors, employees, and supervisors.
- Gather, summarize, and analyze information for incorporation into final reports.
- Identify and recommend solutions to problems.
- Ability to communicate in writing.
- Ability to communicate orally.
- Personally led, chaired, or facilitated meetings or briefings designed to convey technical information and /or resolve complex issues/problems.

Parr Inspections 7/2004 - 7/2006

WINCHESTER, US

FEMA FIELD INSPECTOR / SUBCONTRACTOR

- Performs on-site inspections of rental, residential and commercial properties to determine extent of damage and costs to repair and/or replace real property, vehicles, personal property, machinery and equipment and other items.
- Scheduled appointments with applicants, answers questions at inspection site, and calculates cost to replace or repair damaged items.
- Prepared worksheets using automated software and transmitted data electronically.
- Complete draw inspections.
- Update inspection results using web-based software and automated equipment to meet deadlines.
- Perform inspections using FEMA guidelines.
- Educate the public on disaster preparedness.
- Organize and prioritize inspection sites to meet deadlines.
- Extensive Travel
- Confirm insurance coverage.
- Damage/Impact assessment
- Use proper methods of cost estimating.
- Determine liability.
- Verify information on eligibility for insurance coverage, payments, etc.
- Interpret insurance coverage requirements and formulating policies, procedures, and guidelines.
- Authorizing or disallowing claims for benefits and eligibility for FEMA assistance programs.
- Basic knowledge of building codes and standards.

- Provide referral services to applicants.
- Knowledge of emergency management programs.
- Ability to communicate in writing.
- Ability to communicate orally.
- Ability to provide leadership, guidance, and oversight to subordinates to ensure successful completion of program goals and objectives.
- Skill in gathering/collecting information from a variety of sources.
- Research official documents.
- Compiling and charting statistical data.
- Interview contractors, employees, and supervisors.
- Gather, summarize, and analyze information for incorporation into final reports.
- Identify and recommend solutions to problems.

Snow Enterprises 1/2003 - 7/2005

EDEN, US

HUD INSPECTOR / CONTRACT

- Effectively perform field inspections.
- Update inspection results using web-based software to meet deadlines.
- Perform inspections using HUD guidelines.
- Organize and prioritize inspection sites to meet deadlines.
- Basic knowledge of building codes and standards
- Skill in collecting information from a variety of sources.
- Ability to communicate in writing.
- Ability to communicate orally.
- Skill in gathering/collecting information from a variety of sources.
- Research official documents.
- Compiling and charting statistical data.
- Interview contractors, employees, and supervisors.
- Gather, summarize, and analyze information for incorporation into final reports.
- Identify and recommend solutions to problems.
- Personally led, chaired, or facilitated meetings or briefings designed to convey technical information and /or resolve complex issues/problems.

EDUCATION:

ALMEDA UNIV

BOISE, ID

Bachelor's Degree - 12/2005

Major: REAL ESTATE

Park University

Park MO
Major: Business Administration

Relevant Coursework,
Licenses and Certifications:

REAL ESTATE LICENSE- MO, AL,GA & NE Real Estate Broker / KS Real Estate Agent
Contracting Officer's Representative (COR)
Real Property Lease Contracting Officer Simplified (LCO)
GRI – Graduate, REALTOR Institute
SRES – Seniors Real Estate Specialist
AHWD – At Home with Diversity Certification
C2EX – REALTORS Commitment to Excellence Certification
RSPS – Resort and Second-Home Property Specialist
MRP – Military Relocation Professional

JOB RELATED TRAINING:
REAL ESTATE TRAINING & CE UNITS
INSPECTION CERTIFICATES/TRAINING

AFFILIATIONS: National, State and Regional Real Estate Boards
Member International Code Council

HUD/FHA
Inspector ID
B284

203(k) Consultant
ID D0995

Member Society of Field Inspectors (SOFI)
InterNACHI Member

VOLUNTEER:

Kansas City Regional Association of REALTORS (KCRAR) – Board of Directors
Professional Standards – Committee Member
Professional Development - Committee Member
Mediators – Committee Member
Global Business Council – Committee Member

Missouri Association of REALTORS – Director

Harvest Church International Outreach – Grant Writing Committee and Photography Team

Harvest Church Christian Schools – School Board

Home Builders Association Kansas City – Workforce Committee