




Lynn Bernardi

CREATIVE PROBLEM SOLVER

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EMPLOYMENT

2007-2014 Grosse Pointe Board of REALTORS | Manager, Member Services

Educates prospective members on the benefits of joining the Grosse Pointe Board of REALTORS, and serves as the first point of contact for the majority of our visitors and callers. Processes and maintains membership records, ensuring data integrity over several platforms. Responsible for annual dues collection and processing event payments. Coordinates membership compliance with state licensing requirements as well as NAR Code of Ethics training requirements. Coordinated the successful integration of over 200 new members in a short period of time, and continues to manage increased workload. Responsible for innovations including the design and administration of a completely new CMS-based website, enhanced bulk email management, the introduction of social media, and transitioning membership data to new CRM platform.

2007-2014 West Park Photography | Owner, Principle Photographer

Owner of a small business specializing in high quality custom portraiture & wedding photography. Marketing & branding tasks include designing and placing print and web advertisements, networking with event professionals, maintaining website, blog, and social media presence. Responds to leads, conducts sales presentations, handles customer service concerns, and executes bulk of production, including photography, image editing, file management and archiving, album design and custom product creation. Required to solve challenges creatively, assist with event coordination, and provide exemplary customer service while working under the time constrictions and stresses of a typical wedding day.

2006-2007 Brian Helgemo, REALTOR | Executive Assistant

Managed all aspects of daily operations for a top producing agent with an inventory of 40-60 properties in Charlotte County, FL. Primary point of contact for all clients, coordinated sales from the listing to the closing table. Prepared prospecting leads for agent, strategized our marketing efforts, designed promotional materials, and promoted agent's personal brand. Left position to return to Michigan, was replaced by three employees.

EDUCATION

2003 Real Estate Pre-licensing








Actively licensed 2003-2006

1996-2001 Wayne State University

Presidential Scholar

Undergraduate teaching assistant for Department of Mathematics Emerging Scholars Program

KNOWLEDGE

- Avecra netFORUM 
- NRDs 
- Web Administration 
- Social Media 
- Wordpress / Joomla! 
- Event Coordination 
- Real Estate Industry 
- Local Knowlege 