



## EXECUTIVE SUMMARY

*Vision-driven change agent with exemplary record of real estate, healthcare, and legal administration success for leading organizations*

Proven talent for aligning organizational strategy and objectives with established real estate, healthcare, and legal administration paradigms to achieve maximum operational impacts with minimum resource expenditures. Growth-focused executive with expertise spanning realty operations, corporate leadership, market analytics, client services and satisfaction, real estate regulations and documentation, sales strategies, and taxation. Also possesses marked aptitude in legal research, entrepreneurial ventures, academic and community outreach, and achievements as a counselor and educator within the healthcare sector. Exceptionally dedicated professional with keen interpersonal and communication skills for the diverse modern workplace.

## PROFESSIONAL EXPERIENCE

BLINN COLLEGE, BRYAN, TX, AUGUST, 2012 – PRESENT

### DEPARTMENT CHAIR/PROFESSOR

- Provide advising, counsel, and assistance to students in furthering their educational goals.
- Originate and implement academic policies and procedures to promote better results
- Organize and introduce financial and business plans
- Align with administrative staff in preparing special college publications
- Field all other administrative tasks under the instructions of management

EXECUTIVE REAL ESTATE SERVICES, COLLEGE STATION, TX, AUGUST, 2013 – OCTOBER, 2016

SUMMIT REALTY GROUP, DALLAS, TX, JANUARY, 2009 – AUGUST, 2013

### REALTOR

- Logged and administered appointments to show homes to prospective clients
- Dealt with lenders, home inspectors, pest control operators, and escrow companies on a one-on-one basis to ensure all terms and conditions of a purchase agreement were met before closing
- Executed comparisons of recent property sales to current holdings in order to ensure competitive market pricing
- Facilitated clients in deciding on financing options to ascertain satisfaction
- Remained up-to-date on competitive real estate knowledge by attending conventions, as well as reviewing listings and trade journals

THE LAW OFFICES OF SHELLEY M. SOLOW, HUNTSVILLE, TX, AUGUST, 2007 – SEPTEMBER, 2009

C.E. BORMAN & ASSOCIATES COLLEGE STATION, TX, MARCH, 2006 – JULY, 2007

STEPHANIE IMBRIE, COLLEGE STATION, TX, DECEMBER, 2005 – MARCH, 2006

### SENIOR LEGAL CLERK (2006 – 2009)

### LEGAL CLERK (2005 – 2006)

- Tasked with preparing legal pleadings, motions, and other legal documents for attorney review and court filing.
- Handled civil matters, such as landlord-tenant issues, business matters, and estate issues.
- Aided attorneys with legal research and the drafting of detailed documents for general liability cases
- Responsible for sitting in on hearings and settlements with the managing attorney

## PERSONAL BUSINESSES

NOBLES REALTY GROUP, LLC, BRYAN, TX, MARCH, 2007 - PRESENT

### **PRESIDENT/CEO**

- Synchronize appointments to show homes to prospective clients
- Confer with lenders, home inspectors, pest control operators, and escrow companies to ascertain that all terms and conditions of purchase agreements are met before closing
- Carry out comparisons of recent property sales to current holdings to ensure competitive market price
- Help clients decide between financing options in an effort to ensure satisfaction
- Stay abreast of competitive real estate knowledge via convention attendance and the review of trade journals and realty listings
- Demonstrate aptitude in legal matters related to the real estate sales process
- Produce lists of properties compatible with buyer requests and needs
- Conduct meetings between buyers and sellers when terms needed to be negotiated
- Offer negotiation support regarding purchase terms
- Supervise and coordinate property closing procedures
- Prepare formal documents, including purchase agreements, deeds, and leases; also arrange for title searches
- Accountable for advising and accompanying buyers during visits and inspections to ensure satisfaction with value and condition of property

NOBLES MANAGEMENT GROUP, LLC, BRYAN, TX, MAY, 2017 - PRESENT

### **PRESIDENT/CEO**

- Impart superior customer service to existing accounts, as well as offer core products such as variable life insurance and annuities from our core product offerings
- Deliver service of 401k rollovers and multiple other investment vehicles
- Achieve mutual fund sales through our brokerage, and am licensed to sell property and casualty general lines of insurance
- Fulfill interview duties with prospective clients to obtain data about their financial resources and needs, the physical condition of the person to be insured, or to discuss any existing coverage
- Optimize insurance programs to suit individual customers, often covering a variety of risks
- Outline features, advantages, and disadvantages of various policies in promoting the sale of insurance plans

NOBLES COUNSELING GROUP, LLC, BRYAN, TX, AUGUST, 2017 - PRESENT

### **PRESIDENT/CEO**

- Spearhead behavioral intervention solutions based on assessed needs for patients and routinely-performed patient care duties
- Promote a safe and therapeutic milieu, and assist in admissions, provision of patient care, discharges, and the transfer of patients and documented specified information
- Host individual and group therapy to patients with chronic mental illnesses, chemical dependency, and geriatric needs
- Comply with all established hospital and departmental policies and procedures in providing all services
- Initiate, develop, implement an array of mental health services
- Manage and develop programs addressing the needs of children and their families
- Plan and operate training workshops for staff members
- Oversee direct care staff in appropriate behavioral intervention
- Responsible for developing reunification and permanent placement planning
- Partner effectively with other agencies in order to provide continuity of care

CAPSTONE TECHNICAL INSTITUTE, LLC, BRYAN, TX, APRIL, 2017 – PRESENT

### **PRESIDENT/CEO**

- Direct overall operations of the institution to ensure student welfare
- Govern and implement strategic plans to generate institution resources and revenue
- Lead and maintain cost-effective management of all college resources

- Correspond with students and successfully motivate them to participate in institution-sponsored activities
- Maintain and develop profitable professional relationships with appropriate community groups and organizations
- Interpret and adhere to all applicable policies and objectives of education board and regulatory bodies

TEXAS PRIVATE DETECTIVES, LLC, BRYAN, TX, APRIL, 2017 - PRESENT

**PRESIDENT/CEO**

- Compile and analyze information to help individuals and the organization
- Execute background checks, surveillance, and searches
- Assess or detect issues from gathered information
- Function as a representative to testify and present evidence in court
- Offer protection to executives or individuals
- Supply assistance in cases such as fraud, claims, and tax issues

J.S. NOBLES & ASSOCIATES COLLEGE STATION, TX, MAY, 2018 - PRESENT

**PRESIDENT/CEO**

- Provide solutions in the areas of social security disability, credit repair, financial negotiation, and other settlements
- Join with experts, witnesses, and clients to prepare for administrative hearings
- Enact extensive research to prepare for administrative law judge hearings, in addition to writing detailed briefs
- Perform mediation and negotiate settlements

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## **EDUCATION AND CREDENTIALS**

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MASTER'S DEGREE IN TAXATION

*National Paralegal College, Phoenix, AZ*

MASTER OF ARTS IN PSYCHOLOGY AND ADDICTION COUNSELING

*Aspen University, Denver, CO*

MASTER OF BUSINESS ADMINISTRATION IN FINANCE

*Sam Houston State University, Huntsville, TX*

BACHELOR OF APPLIED ARTS AND SCIENCES IN LEGAL STUDIES

*Blinn College, Brenham, TX*

ASSOCIATE OF APPLIED ARTS AND SCIENCES IN PARALEGAL STUDIES

*Blinn College, Brenham, TX*

CERTIFICATIONS:

*Office Specialist Certificate, Blinn College, Brenham, TX*  
*Resolution Certificate, Blinn College, Brenham, TX*