

Wanda J. Cook, CSP

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PROFESSIONAL ACCOMPLISHMENTS:

- 2007 - Present **DIRECTOR OF SALES:** Tricord Homes, Inc.
Direct supervision of the sales team and worked daily with the marketing, construction, purchasing and administration departments as needed to maintain new homes sales for the company. Originally I was hired as a New Home Sales Specialist for Active Adult and was promoted within five months to Director of Sales.
- 2006 – 2007 **NEW HOME SALES:** Richmond American Homes
Sales and servicing of the new home buyer.
- 2004 – 2005 **NEW HOME SALES:** Caruso Homes
Sales and servicing of the new home buyer.
- 2001 – 2004 **NEW HOME SALES:** Richmond American Homes
Sales and servicing of the new home buyer.
- 1998 – 2000 **REGIONAL PROPERTY MANAGER:** Housing Management Services
Supervision of over 40 employees for 9 multi-family communities totaling 1,400 units. The communities were all tax credit and located in Northern Virginia, the Valley of Virginia and the Houston areas.
- 1995 – 1998 **REGIONAL V.P. OF PROPERTY MANAGEMENT:** Sheng-Rammco, Inc.
Supervision of 150 employees for 25 multi-family communities totaling 4,200 units. Communities were located in Houston, Dallas and San Diego. Supervised total "shut-down" rehabs for communities in Houston and Dallas including completion of lease up.
- 1992 – 1995 **V.P. OF OPERATION AND DEVELOPMENT:** J.W. English Management Co.
Supervision of 165 employees for 25 multi-family communities totaling 4,200 units. Communities were located in and around the greater Houston area and Denver, CO. Directed the development of six new communities in Houston and Arizona from 1994 to 1995. Promoted to this position from Region Manager of the Denver area in 1993.
- 1989 – 1992 **REHAB MANAGER:** Montex Property Management, Inc.
Responsible for the management of 450-unit apartment community purchased at a HUD public auction for \$3,000 per unit. Successfully accomplished a total rehab and created a new resident profile for the community. Shortly after the completion of the rehab the community was sold.
- 1980 – 1989 **REGIONAL PROPERTY MANAGER:** Colonial Services & Management Co.
Responsible for 2,068 multifamily units, 200,000 s.f. of commercial office space, 90,570 s.f. of commercial retail space in a three state region from 1983-1989.
PROPERTY SUPERVISOR: Responsible for supervision of a multi-family community, a town home community and 90,570 s.f. of commercial retail space from 1982-1983.
RESIDENT MANAGER: Resident Manager of a 390-unit apartment community from 1981-1982.
LEASING AGENT: Leasing professional for a 390-unit apartment community from 1981-1982.

SPECIALIZED PROFESSIONAL ATTRIBUTES:

Sales
Safety and training programs
Market & advertising

Supervision
Budget regulation & control
Financial & sales analysis

Communications
Purchasing & Contracts
Prudence

PROFESSIONAL EDUCATION, ASSOCIATIONS & ACCOMPLISHMENTS:

NAHB, Northern Virginia: Certified New Homes Sales Professional
2003 WSMC SALES ACHIEVEMENT AWARD - Exceptional Sales Effort
2002 and 2003 Sales Person of the Year with Richmond American Homes
Institute of Real Estate Management, Chicago, IL: CPM, ARM
Jones Real Estate College; Denver, CO: Real Estate Sales License