**Lyndie S. Franks**

435 41st Ave S • St. Petersburg, FL 33705 • (916) 956-5245 (cell) • lyndiefranks@yahoo.com

# KEY COMPETENCIES

* Strong organizational abilities which enable effective management and successful completion of multiple priorities.
* Exceptional interpersonal and communication skills; able to build positive, effective business relationships with people from diverse cultures and all professional levels.
* Strong teamwork skills, flexible, adaptable, technical aptitude and ability to learn.
* Adept at recognizing/launching steps needed to attain objectives. Thrive on challenges to overcome obstacles with solutions that are technically sound and financially feasible.
* Solid ability to communicate clearly and work within group dynamics – developed through both work and education experiences.

# EXPERIENCE

**Nine Line Realty Property Management and real estate Brokerage, Tampa Bay, FL**

*Residential Property Inspector***,** May 2024 – Current

* Performed detailed interior and exterior inspections of rental properties before move-in, during occupancy, and after move-out to assess condition and compliance.
* Scheduled and coordinated inspections with tenants, managing appointments independently to ensure timely evaluations.
* Uploaded inspection reports and photos to the cloud for easy access by property managers and stakeholders.
* Assisted in scheduling routine maintenance and identifying necessary repairs to maintain property value and tenant satisfaction.

**Sutton Inspection Bureau, Tampa Bay, FL**

*Residential Property Inspector,* January 2023 – May 2024

* Conducted interior and exterior inspections of residential properties for insurance assessments, ensuring compliance with company guidelines.
* Scheduled and coordinated appointments with homeowners to perform thorough evaluations of roofs, HVAC systems, water heaters, plumbing, and electrical components.
* Captured and uploaded detailed photographs and reports into company software for underwriting and risk assessment.
* Assessed property conditions and identified potential hazards to support accurate policy determinations.

**Accurity Consolidations, LLC , Tampa Bay, FL**

*Appraiser Trainee/Site Analyst,* June 2022 - December 2022

* Performs on site evaluations for property conditions and photos for HELOCs and REFI; s for Huntington, Chase, PNC, Tellohio, Fifth Third Bank, and Navy Federal.
* Keep abreast with all current regulations: Fannie Mae and Freddie MAC, standards and best practices.
* Attended administration, standardization and development meetings as assigned.
* Minimal supervision received, completed each assignment thoroughly according to investor requirements.

**New Millennium Realty, Columbus, OH**

*Realtor*, June, 2015 – September, 2021

* Ensures regulatory compliance and keep up-to-date with lending guidelines for HUD, VA, Fannie Mae, and Freddie Mac requirements.
* Continue to cultivate relationships with Lenders, Home Inspectors, Title/escrow companies, Insurance Agents to ensure an open line of communication which ensures a timely and seamless closing.
* Highly knowledgeable with the lending process, Appraisal Reports, Home Inspection Reports, Condo Docs, Purchasing/Selling Contracts, and Closing Documents such as HUD-1 Settlement Statements.
* Generated lists of properties compatible with buyer requests and needs which developed an extremely successful network of satisfied customers that would offer referrals.

# EDUCATION

**California State UNIVERSITY,** Sacramento, CA. *Bachelor of Science – Criminal Justice,* December 2009

**California COLLEGE,** San Diego, CA

*Associates of Art, Political Science*, May 2003

# SKILLS

Software Experience: Proficient in: Word, Excel, QuickBooks, Google Docs, dropbox, Outlook, Matrix, Supra, DocuSign, Authentisign and Transaction Desk.