

Mary Brisco

625 SW Broadway, 5th Flr • Portland, OR 97205 • (503) 242-1300 • connect@bolywelch.com

Accomplishments

Business Development

- ✓ Advised and educated clients on the unique dynamics of their market and property as well as how it was managed and maintained throughout ownership.
- ✓ Educated the market, conducting presentations for professionals on how co-ownership of real estate is an effective way to increase listings and defer investor's capital gains taxes while, providing retirement income
- ✓ Created and marketed seminars on topics to build business and credibility with the marketplace.
- ✓ Managed key strategic partnerships; training and supporting them in solution selling of complex real estate investment products.

People Management

- ✓ Hired, trained, and managed sales team of 15 territory sales representatives, resulting in regional sales awards in total volume and year over year increases. Built team to number one in five-state region within three years.
- ✓ Coached, trained, developed and managed performance.
- ✓ Executed Division Downsizing
- ✓ Strong relationship based experience; develop relationships at all levels of organizations

Operations Management

- ✓ Developed, revised, and streamlined operations and procedures manual to effectively meet management's needs
- ✓ Performed feasibility studies for change and improvements in operations
- ✓ Solved customer problems as corporate liaison

Organizational Planning

- ✓ Organized conventions, conferences and international trade shows
- ✓ Developed uniform steps for scheduling, entertaining, rooming, meals and publications

Financial Control s

- ✓ Forecasting financial condition through development of budgets, and monitoring compliance, cost analysis of programs and promotions.
- ✓ Effectively invested funds during surplus months and kept accounts receivable to a minimum during "cash poor" season
- ✓ Designed internal control systems and procedures
- ✓ Product budgeting to cover division inventory needs of 2,000 product line

Office Administration

- ✓ Coordinated remodeling project to provide a more effective use of work area.
- ✓ Administered benefits programs, monitored sick leave, vacations, insurance claims. Etc.

Career History

Spectre Real Estate Group,

Senior Sales Executive for National Real Estate Organization (2003-2009)

Collaborative Paradigms Title,

Sales Representative for Title and Escrow Services (1997-2003)

Envisioneer Paper,

Regional Sales Manager for Oregon and SW Washington (1990-1997)

Excelsior Dimensions,

Executive Assistant to Vice President and CFO (1986-1990)

Northwest Latitudes,

Financial/Office Manager for Regional Tourism Promotion Agency (1981-1986)

Veridian Dynamics,

Administrative Assistant for Senior Vice President (1978-1981)

Education and Credentials

University of Wisconsin, Bachelor of Science

Oregon Real Estate Licensee

Wilson Scott Sales Training Program

Skills and Other interests

Proficient with Microsoft Office applications, CRM software, ERP software

Skilled, proven Team Builder

Young Professional of Portland Volunteer

Big Brothers Big Sisters – Big Volunteer