

Michels' Appraisal Service, Inc.

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Amy E. Dunkin –Residential Appraiser WV #0430

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Objective: To obtain a position on your company's approved appraiser list in order to perform professional fee appraisals for your company.






Employment History:

1991 – Present **WV Licensed Residential Real Estate Appraiser #0430**

Employed by **Michels' Appraisal Service, Inc**

As a residential appraiser I perform residential appraisals for the local financial institutions and many private individuals. I have experience appraising properties in Kanawha, Putnam, Boone, and Lincoln Counties. Work tasks include interacting with professional clients at local lending institutions and real estate companies. Speaking with and dealing with home owners. I am responsible for organizing assignments and appointment scheduling. Inputting data into Windows based appraisal program Appraise It. Drawing home floor plan sketches in Apex. In the appraisal I perform I have the knowledge of embedding digital photos and maps into hardcopy and .PDF reports. In the appraisal process I search and analyze comparable properties and apply my education and experience to perform a professional appraisal analysis of a residential property. Delivering completed reports to clients in person and by EDI in PDF format. I also perform BPO analysis for local lending institutions on potential foreclosure properties.

Computer Skills

-  Appraise-it
-  Microsoft XP
- Most window based programs
-  Adobe Acrobat
-  Dreamweaver
-  Contribute

Education:

-  1993 Graduate West Virginia State College

-BS Communications.

-Cognate area: Writing with emphasis on writing for publication


-Minor in Education

In school I gained experience in script writing, film production, television production, writing, producing, and direction of commercials and play excerpts. I also gained public speaking experience by performing in play excerpts and monologues. My cognate area of my degree was in writing therefore I took many classes in writing for publication, argumentative writing, creative writing, and scriptwriting.

-  1989 Graduate Saint Albans High School

-Member of the DECA program

Professional Education:

-  Yearly renewal of appraisal state appraisal license requires 14 hours of continuing education classes pertaining to profession.