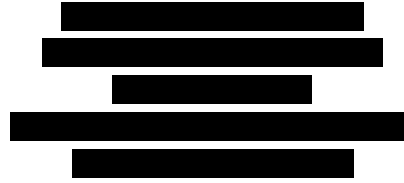


# Real Estate Commission



## CHERYL ANNE MARKWOOD



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### **MARKWOOD REALTY, LCC-FAIRBANKS, AK**

**MARCH 2015-PRESENT**

#### **PRESIDENT/OWNER**

Markwood Realty is a full-service real estate office specializing in asset management & property oversight of large-scale properties such as apartment buildings, client multi-property asset portfolios, and condominium association management. Dedicated to providing superior service in property management and providing safe affordable housing in the Fairbanks Interior. Responsible for managing the financial day to day asset management of 200+ units.

### **ALASKA COMMERCIAL PROPERTIES-FAIRBANKS, AK**

**FEB 2010-FEB 2015**

#### **ASSOCIATE BROKER, LICENSED REALTOR PROPERTY MANAGEMENT DIVISION**

Responsible for all aspects of property management with a large inventory of residential and commercial properties. Handles a large assortment of properties including condo association management, 48-unit apartment complex, numerous 4 plex and 6-plex buildings, numerous individual residential homes, as well as commercial properties. Manages the long-term rental units including showings, leases, renewals, property condition walk-throughs, work orders, owner and tenant requests, as well as other projects as needed. Receives and handles all monthly rental income, expenses, and financial reporting on behalf of the owners. Maintains the trust accounts for the rental security deposits. Manages and maintains the day to day operations for numerous client operating accounts in association with their commercial property investments.

### **REGENCY FAIRBANKS HOTEL-FAIRBANKS, AK**

**NOV 2004-APRIL 2005**

#### **FOOD & BEVERAGE MANAGER**

Responsible for over-seeing all aspects of the day to day running of a fast-paced fine dining restaurant and managing a staff of up to 40 people. Established and implemented the installation and training of a POS system. Over-seeing all functions, including hiring and firing employees, department payroll, tracking sales, scheduling, handling complaints, ordering of food, liquor and supplies, inventory, sales invoices, and estimates food & beverage costs. Implemented and maintained safe food handling procedures, training, and quality controls. Worked with other department managers to insure quality customer service within the establishment.

### **THE PUMP HOUSE-FAIRBANKS, AK**

**JUNE 2001-JUNE 2003**

#### **ASSITANT MANAGER/OFFICE ASSISTANT**

Responsible for supervising the day to day functions of a fast-paced fine dining restaurant. Answering multi-line phones, reservations, inventory, customer service, training, maintaining safe food handling procedures, customer satisfaction, cash handling of daily sales receipts, daily deposits, accounts receivable, filing and general office work. Assisted in payroll, scheduling and labor statistics.

**TROLLY JUNCTION -NEVADA CITY, CA  
SHIFT SUPERVISOR/WAITRESS**

**JUNE 1995-JUNE 2001**

Responsible for reservations, banquet and wedding coordinating, posting of bills, customer service, hostess, cashier, opening and closing supervisor duties, daily deposits, waitress in a high-volume restaurant.

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**EDUCATION**

GED, FAIRBANKS, AK	2003
SIERRA COLLEGE, ROCKLIN, CA	1995-1997
SAN MARIN HIGH SCHOOL, NOVATO, CA	1979

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**TRAININGS**

LCI SENIOR LEADERSHIP INSTITUTE, COLUMBUS, OHIO	2006
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**CERTIFICATES**

ALASKA REAL ESTATE BROKER	2015-PRESENT
ALASKA NOTORY	2013-PRESENT
ALASKA REAL ESTATE ASSOCIATE BROKER LICENSE	2014
ALASKA REAL ESTATE BROKER PRELICENSING CLASS	2012
ALASKA REAL ESTATE LICENSE	2010
ALASKA REAL ESTATE PRELICENSING CLASS	2009
CERTIFIED TRAINING IN ALCOHOL MANAGEMENT (TAM)	2002
CERTIFIED PROFESSIONAL FOOD HANDLER-ALASKA DOH	2002
CERTIFIED PROFESSIONAL FOOD MANAGER-EXPERIER NATIONAL	1999

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**VOLENTEER & COMMUNITY ORGANIZATIONS**

GREATER FAIRBANKS BOARD OF REALTORS (GFBR)  
LOCAL MULTIPLE LISTING SERVICE (MLS)  
NATIONAL ASSOICATON OF REALTORS  
INSTITUTE OF REAL ESTATE MANAGEMENT (IRM)  
MEMBER OF LIONS CLUBS INTERNATIONAL SINCE MAY 2000  
MEMBER FAIRBANKS HOST LIONS CLUB  
100+ GOLDEN HEART WOMEN  
FAIRBANKS LUTHERAN CHURCH  
FAIRBANKS REPUBLICAN WOMEN'S CLUB  
VOLLENTEER FOR NUMEROUS STATE-WIDE CAMPAIGNS INCLUDING TED STEVENS,  
LISA MURKOWSKI, DAN SULLIVAN, DON YOUNG, MEAD TREADWELL, SEAN PARNELL,  
& MIKE DUNLEAVY