



CHERYL ANNE MARKWOOD



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 250+ 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.

CURRENT BOARDS & COMMISSIONS

FAIRBANKS NORTH STAR BOROUGH BOARD OF EQUILIZATION	2019-2024
STATE OF ALASKA REAL ESTATE COMMISSION	2019-2023

EDUCATION

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

CERTIFICATES

ALASKA REAL ESTATE BROKER	2015-PRESENT
ALASKA NOTARY	2013-PRESENT
ALASKA REAL ESTATE ASSOCIATE BROKER LICENSE	2014
ALASKA REAL ESTATE LICENSE	2010

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 NORTH POLE LIONS CLUB
100+ GOLDEN HEART WOMEN
JUBLILEE CHRISTIAN CHURCH
FAIRBANKS REPUBLICAN WOMEN'S CLUB
FOUNDER, INTERIOR REPUBLICANS
CO-CHAIR INTERIOR REPUBLICAN FRIDAY LUNCH GROUP
VOLLENTEER FOR NUMEROUS FEDERAL & STATE-WIDE CAMPAIGNS INCLUDING
TED STEVENS, LISA MURKOWSKI, DAN SULLIVAN, DON YOUNG,
MEAD TREADWELL, SEAN PARNELL & MIKE DUNLEAVY