



**Sara S. Neek**  
 Licensed Real Estate Specialist  
 Irvine, California | Real Estate

308 connections

Previous The Regus Group, Elite REO Services / Elite Premier Properties, Bank of America  
 Education The University of Texas at Dallas

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Summary

Motivated and well qualified Real Estate Specialist committed to design real estate strategies using various marketing tools and estate launching techniques by utilizing solid professional experience in the field towards the growth/success of the business, while expanding the customer base.

- Demonstrated customer service excellence, business acumen, and strategic planning ability.
- Possess a collaborative approach in leadership with the aptitude to foster a team-oriented environment while imparting knowledge to others on how to increase productivity.
- Superior knowledge of liaising with mortgage brokers, 3rd parties and title companies to keep updated with market trends.
- Skilled at building effective and productive relationships aimed at retaining present business and creating new business opportunities.
- Knowledgeable of the most current sales and marketing tools and always willing to learn and adapt to new approaches.

BROAD-BASED COMPETENCIES: Property Sales/Marketing — Operational Management — Market Research — Negotiation — Client Analysis — Contracting — Customer Service

► Committed to secure a key role in a company where my knowledge can see growth in client databases and company's revenue.

Experience

**Senior Customer Service Specialist**  
 The Regus Group  
 2015 – October 2015 (less than a year)



COMPANY OVERVIEW: Regus provides modern, flexible workspace to customers including some of the most successful, entrepreneurs, individuals and multi-million dollar corporations.

KEY CONTRIBUTIONS & ACHIEVEMENTS:

- Identified and maximized new opportunities for business development; meeting and exceeding the company's sales targets.
- Assisted managers by increasing tenant occupancy from 50% to over 90% in a matter of months.
- Ensured that all daily service charges were captured and entered into the POS billing system on daily basis.
- Acted as a key point of contact for customers and visitors providing a professional and friendly services.

**Broker Price Opinion [BPO] Specialist**

Elite REO Services / Elite Premier Properties  
 2014 – 2014 (less than a year)



COMPANY OVERVIEW: Elite Premier Properties is a full service real estate brokerage company, licensed and conducting real estate in 17 states across the USA.

KEY CONTRIBUTIONS:

- Collaborated with leading national BPO companies to determine the value of residential real estate properties in the Dallas market using neighborhood analysis, comparable properties, and local /regional market.
- Leasing, Acquisitions, and Sales:
  - operated as a partner with the owners in the role of providing expert advice in setting and reaching business objectives and goals.
  - provided expert advice on selling properties and purchasing new centers.
- Property Management:
  - accountable for planning, directing, operating, and controlling all aspects of managing owners' commercial properties.
  - built and maintained relationships with tenants while still enforcing leases and rules and regulations.

**Mortgage Claim Researcher**

Bank of America  
 2012 – 2013 (1 year)



COMPANY OVERVIEW: Bank of America is one of the world's largest financial institutions, serving individuals, small- and middle-market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk management products and services.

KEY CONTRIBUTIONS:

- Researched loans, documentations, and actions taken for properties in foreclosure to ensure compliance with federal regulations (including HAMP and OCC) and corporate guidelines while minimizing financial risks.
- Prepared and reviewed Mortgage files for an initial screening to validate accuracy of the fees and/or penalties assessed, whether or not loss mitigation procedures were correctly executed within applicable state and federal laws and that all required procedures were followed.
- Conducted a complete review of the file to ensure all default time frames were processed accurately and reviewed to determine if ownership of the note and mortgage was properly documented when foreclosure proceedings were initiated and document any exceptions.

**Assistant Asset Manager**

Auction.com  
 2012 – 2012 (less than a year)

COMPANY OVERVIEW: Auction.com is the nation's leading online real estate marketplace, having sold more than \$34 billion in residential and commercial assets. Attracting buyers from more than 100 countries worldwide, the company serves a wide variety of real estate customers – from major financial institutions and institutional investors to individual consumers and real estate professionals.

KEY CONTRIBUTIONS:

- Utilized broad scope of real estate industry knowledge to assist in managing over 100 Real Estate Owned (REO) properties for Fannie Mae assets, from pre-auction activities through final disposition.
- Interviewed involved personnel to determine the institution's adherence to governing laws and regulations, as well as, established policy for lending and the management and disposition of REO.
- Reviewed REO and loan files of moderate and greater complexity for the inclusion of proper documentation, including but not limited to appraisals, notes, deeds, income verification, collateralization, etc.
- Performed on-site inspections of REO assets to be acquired.

**Assistant to Short-Sale Asset Manager**

Amo Recoveries  
 2011 – 2011 (less than a year)

COMPANY OVERVIEW: Asset Management Outsourcing, Inc. (AMO®) is a leading provider of strategic accounts receivable management services.

KEY CONTRIBUTIONS:

- Assisted in maximizing recovery on a large-scale portfolio of over 200 delinquent loans.
- Coordinated activities and negotiations between brokers, buyers, and HOAs.
- Researched values to determine disposition strategy.

**Transaction Coordinator**

Metroplex Real Estate Services  
 2009 – 2010 (1 year)

COMPANY OVERVIEW: Metroplex Real Estate Services specializes in selling REO properties all over the DFW area!

KEY CONTRIBUTIONS:

- Prepared over 250 properties for auction, short sales, and foreclosure sales representing investors' REO interests.
- Directed the due diligence and escrow process, coordinating sellers, buyers, agents, and title firms.
- Assisted clients in the payment process by educating them about different finance options available.
- Ensured that all the property related documents were properly completed by the clients.

**Real Estate Agent**

Realty Executives  
 2007 – 2008 (1 year)



COMPANY OVERVIEW: Realty Executives International is one of the most closely followed real estate franchises in the world.

KEY CONTRIBUTIONS:

- Marketed and sold commercial real estate properties such as gas-stations and retail shopping centers, representing both buyers and sellers.
- Led the due diligence processes, including lease analysis, and title.
- Maintained all details regarding the deals made and funds allocated from different clients.
- Educated the clients regarding different properties and formalities to be fulfilled prior to sealing the contract.

Certifications

**Realtor Leadership Program Certificate**

Colin County Association of Realtors  
 2010 – Present

**Certificate in Financial Analysis and Market Analysis for Commercial Real Estate Investment**

CCIM Institute



**Real Estate Sales License**

Texas Real Estate Commission  
 2007 – Present

Education

**The University of Texas at Dallas**

Biology, Bachelor of Science  
 2006



Skills

- Microsoft Office
- Marketing
- Strategic Planning
- Microsoft Excel
- Management
- Customer Service
- Sales
- Leadership
- Negotiation
- Project Management

Languages

**English**

Native or bilingual proficiency

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