

**GRACE McMENAMIN, Assoc. Broker
CRS, GRI, ABB
830 Hanshaw Road
Ithaca, NY 14850
607-257-0666**

CAREER HISTORY

WARREN REAL ESTATE

FEBRUARY 2006 TO PRESENT

Top Producing Broker

- Working with Buyers and Sellers and counseling them on the nuances of selling and buyer real estate.
- Giving guidance to seller about preparing properties for sale
- Assisting Buyers and educating them about the buying process
- Top producing agent; 99% of new clients referred to me by past clients

COLDWELL BANKER REAL ESTATE

MAY 1990 TO FEBRUARY 2006

Sales Manager

- *Recruiting, interviewing, hiring and training of new sales associates and support staff.
- *Strategic planning, budgeting, goal setting, and production analysis.
- *Sales strategies, sales meetings and company incentives.
- *Marketing, business development and coordinator of special events

Relocation Director

- *Administration and distribution of existing third party and Coldwell Banker relocation inquiries.
- *Ongoing Corporate Calling and prospecting for new relocation business.
- *Assisting local academic and major employers in introducing prospective employees to the Ithaca Community.

Top Producing Broker

- Company leader for the past 15 years.
- *95% of present business generate from past client referrals.

DICK WILSON REAL ESTATE

MAY 1986 TO MAY 1990

Sales Associate

- *Built extensive referral network based on excellent customer service.
- *Developed into one of the top agents in large company.
- *Was awarded highest number of relocation referrals.

**GRAPEVINE PRESS/FINGER LAKES MAGAZINE JANUARY TO 1985 TO
APRIL 1986**

Advertising Representative

- *Sell advertising space to local companies for weekly newspaper & regional magazine.
- *Develop advertising strategies and promotions for small/midsize companies.

CEMETERY MANAGEMENT EAST

**JANUARY 1980 TO
DECEMBER 1984**

Memorial Counselor

- *Assisted families in exploring options for pre-need purchases.
- *Coordinated office operations and public relations.
- *Numerous production recognition awards.

AWARDS AND PROFESSIONAL DEVELOPMENT

- *1993 Tompkins County Chamber of Commerce Member of the Year.
- *1988 Realtor Associate of the Year.
- *Numerous sales production awards.
- *1994 President, Ithaca Board of Realtors.
- *Certified Residential Specialist (CRS) Designation
- *Graduate Realtor Institute.
- *Coldwell Banker courses in management, sales skills, and successful branch operations.
- *1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005 Coldwell Banker Diamond Club. (An award given to top 4% of Coldwell Banker Agents Nationally)
- *1997 Coldwell Banker Relocation Award

COMMUNITY SERVICE

- ***Board of Directors, (TLP) Literacy Volunteers-9/07 to present**
- ***Adult Literacy Tutor and Fund Raiser 1999 to present**
- ***Docent, Johnsons Art Museum, Cornell University**
- *Literacy Volunteer-2005 Tutor of the Year
- *Board of Directors, Cornell Federal Credit Union.
- *Board of Directors, Ithaca Sunrise Rotary.
- *Past President, Ithaca Sunrise Rotary.
- *Board of Directors, Better Housing for Tompkins County.
- *Graduate Leadership Tompkins.
- * Board Member, Tompkins County Chamber of Commerce.
- *Allocation and Fund Raising Director, United Way of Tompkins County.
- *Guest Speaker: Chamber Business Information Network
Cornell FCU Management Retreat
Women in Sales
Professional Business Women's Association
Leadership Tompkins Ithaca Management Council
Senior Citizens Group

REFERENCES AND MISSION STATEMENT UPON REQUEST