



# LISA CONTRERAS

NOTARY/LOAN SIGNING AGENT AND REALTOR



*Serving Dallas, Denton, Collin and Tarrant Counties*

## PROFILE

Extremely motivated to service loan signing transactions. I am confident in my ability to make the signers feel at ease and produce a flawless experience. [My extensive experience in the Real Estate community has served me well in the Loan Signing business.](#)

## CONTACT

1606 Palisades Dr  
Carrollton, TX 75007  
214.649.7125  
modernnotarytx@gmail.com  
www.lovewhereyoulive.solutions

## EDUCATION

- University of North Texas  
Bachelor of Arts/English
- Champions School of Real Estate
- NAA Certification
- NSA Certification
- XCEL Solutions Insurance Licensing

## REFERENCES

- Cindy Anderson, Cypress Properties  
214-769-2717  
Andercindy2@gmail.com
- Janet Ortega, LO Academy Mortgage  
469-360-1001  
janet.ortega@academymortgage.com
- Patty Brown, Toll Brothers Builders  
972-523-8380  
bbbrown89@verizon.net

## SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

### LISA CONTRERAS REAL ESTATE GROUP AT JPAR JAN 2020 TO PRESENT

- Buyer's and Seller's agent
- Manage all transactions
- Monitor ongoing marketing campaigns
- Conduct open houses, and showings

### FIELD UNDERWRITER, EQUIS FINANCIAL MARCH 2019 - PRESENT

- Match clients with best policy
- Maintain carrier credentialing
- Meet with clients to provide coverage information

### VARIOUS BIG BOX REAL ESTATE BROKERAGES MARCH 2013 - JAN 2020

- Buyer's and Seller's Agent
- Attend training classes

### P.R.I.D.E. DALLAS AUG 1992 - JULY 2012

- Business Office Manager
- Support Services manager
- CARF coordinator
- Provider credentialing
- Collections manager
- Billing manager
- Building maintenance manager

