

Amanda G. Rivera

102 Lake Royale ~ Louisburg ~ NC 27597

Telephone: (252) 478-7917

QUALIFICATIONS

A self-motivated professional who learned business management from the ground level up, I am an effective leader: able to communicate, delegate, motivate, troubleshoot, and problem solve. I am detail oriented, creative, and dependable with exceptional organizational skills. Currently, I am the Managing Appraiser of Creekside, Inc, a Real Estate and Appraisal Company owned by Roberta Malone (my mother) and myself. I am a Real Estate Appraisal Prelicensing Instructor for various schools. In September of 2005, I was elected as a board member of the North Carolina Professional Appraisers Coalition (NCPAC), and for the past two years I have held the office of Secretary.

WORK EXPERIENCE

Creekside Realty & Appraisal- Appraiser, Realtor, Owner - Louisburg, NC 12/99- Present
Managing Appraiser for Creekside, Inc, a family owned business with three NC Certified Residential Real Estate Appraisers, three REALTOR/Brokers, and one Registered Appraisal Trainee. Implemented utilizing PDF format software for electronic delivery of appraisal reports complete with digital signature. In 2001, I became an FHA registered appraiser. Worked with builders and developers to provide comprehensive data on marketability for new construction, including market valuation appraisals, operating and income statements, comparable rent schedules; draw inspections, and final inspections.

Residential Appraisal Prelicensing Course Instructor - Zebulon, NC 5/05 - Present
In March of 2005, I was approved by the North Carolina Appraisal Board to become a Residential Appraisal Prelicensing Course Instructor and in March 2007, I was approved to teach Appraiser Continuing Education courses as well.

Shaw Real Estate Appraisal- Appraiser- Cary, NC 2/98 - 10/01
Real Estate Appraiser for fast-paced appraisal office. New skills acquired using WIN Total Alameda, Apex, and PC Access computer programs designed for appraisal. Appraisal experience included new construction appraisals, relocation appraisals, condemnation appraisals, possible PMI removal appraisals, and market valuation appraisals. Gained experience with final inspections, draw inspections, operating and income statements, and comparable rent schedules.

EDUCATION

University of North Carolina at Chapel Hill- Chapel Hill, NC	8/88 - 12/92
Appraisal Trainee Classes- Courses R1, R2, R3, and G1	6/97 - 8/97
Real Estate Salesperson Classes and Notary Public Classes	11/99 & 3/01
FHA Approved Appraiser NCA4533	10/01
Real Estate Broker classes	8/02

References provided upon request

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Real Estate and Appraisal Education

Real Estate Salesperson Class	12/31/1999	Allied RE School
Real Estate Broker Class	08/29/2002	JY Monk
Real Estate Appraisal R1, R2, R3	09/25/1997	Triangle R&A
Real Estate Appraisal G1	05/16/1999	Williams Group

Continuing Education Classes

Appraisal Courses

“The Inspection”	05/11/2001	William Sharp
Appraisal Facts and Information	03/16/2002	Darrell Hignite
Basic Construction Technology	03/16/2002	Darrell Hignite
Building the ERC, 1073, 1024 & 1004	10/18/2002	Darrell Hignite
Know the Board Laws	10/15/2002	Darrell Hignite
USPAP Update 2003	12/07/2003	Darrell Hignite
The Review and the Reviewer	12/08/2003	Darrell Hignite
Form filling Essentials	02/21/2004	Wintotal
Paperless Office Techniques	02/22/2004	Wintotal
Supervisor/Trainee Class	08/25/2005	NCAB
USPAP Update 2005	10/02/2005	Darrell Hignite
Fannie Mae Forms	10/01/2005	Darrell Hignite
O/L Residential Cost Approach	12/08/2006	NCREEI
O/L Sales Comparison Approach	02/04/2007	NCREEI
Scope of Work in Appraisal Process	09/13/2007	NCPAC
USPAP Update 2008	12/02/2007	Darrell Hignite
O/L FHA & VA Appraisal Basics	10/12/2008	NCREEI
O/L Mortgage Fraud	03/31/2009	NCREEI

Real Estate Courses

The Contract Maze	02/01/2001	DAR
Environmental Hazards in the Home	03/16/2002	Darrell Hignite
Broker in Charge Class	10/20/2002	NCREC
For the Good of All: Realtor Code of Ethics	03/24/2004	RRAR
Quadrennial Code of Ethics	04/16/2008	NAR
Yearly Mandatory Updates	Every Year	

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Business References:

Andy May- *American Dream Residential*
4801 Hargrove Road, Raleigh, NC 27614
SFR, Land, Condo, Jumbo

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919-771-3379

Virginia Cregar, *Prime Lending*
13005 Strickland Rd, Raleigh NC 27613
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vcregar@primelending.com
919-567-1077
919-557-1077

Keith Lund- *Innovative Lending Solutions, LLC*
7404-N Chapel Hill Rd, Raleigh, NC 27607
USDA, FHA, Jumbo

keith@innovativelendingofnc.com
919-852-0431
919-859-0421

Counties we cover in North Carolina:

Franklin, Durham, Wake, Johnston, Orange, and parts of Granville, Nash, Harnett, and Chatham