

J. Lynn Horan

8920 Hunting Trail, Raleigh, NC
(919) 247-9230 lhoran@nc.rr.com
NC Appraiser # T4203

WORK EXPERIENCE

2006-2009 Creekside Realty and Appraisal, Louisburg, NC

Certified Appraiser

- Perform construction appraisals for new home construction
- Rehab appraisals for remodeled homes
- Market Value assessments for pre-listing appraisals
- Absorption analysis on market trends

1999-2006 K. Hovnanian Homes, Cary, NC

Purchasing Assistant

- Estimate construction costs for new home construction
- Update contracts, budgets and pricing for new home construction
- Assist in pricing for Design Gallery options
- Act as liaison between Trade Partners and construction department

Construction Coordinator

- Prepare house plans and specifications for VA and FHA loans
- Create and maintain weekly management reports for 24 communities
- Prepare correspondence for VP of Operations and Area Production Managers
- Assist Land Development Department with budgets, correspondence, and notices
- Assist Architectural Department
- Create electronic records/distribution systems currently being implemented in other divisions
- Designed standardized forms for regional use.

1996-1999 Payment Partners Group, Cary, NC

Executive Assistant to the Board and Management

- Maintained corporation documents, books, accounts, and correspondence
- Assisted in corporate strategic development and presentation of the Business Plan, including presentations to Senator John Breaux, LA and Senator Ted Kennedy, MA
- Participated in the development of Business Plan, presentation graphics, and brochures

- Scheduled and coordinated meetings
- Arranged all business travel for company executives

1995-1996 Mitchell Law Offices, Durham, NC

Accounts Coordinator

- Developed Customer Relations Department
- Provided Assistance with clients
- Updated and maintained payment schedule

1993-1995 Shenanigans Restaurant, North Myrtle Beach, SC

Assistant Manager

- All management activities, including; front-of-the-house, back-of-the-house, staffing and customer relations

1990-1993 Italian Oaks Restaurant, Little River, SC

- Create and maintain theme-party promotions and advertising.
- Head Waitress duties, including; staff scheduling, training, and all opening and closing duties.

EDUCATION

2006 Trainees and Supervisors -Appraisal Continuing Education Course

2005 R-1, R-2, R-3, USPAP
Wake Technical College

1995 Associates Degree in Business
Horry Georgetown Community College-Honors

1985 Certified Secretary/Word Processor
Grossmont College, La Mesa, CA -Deans List

SKILLS

Proficient in Microsoft Office, Microsoft Works, & PowerPoint with excellent keyboarding skills, including Ten-Key.