



Patti Dieterly
5566 Sunset Blvd.
Lexington, SC 803-360-4240
pdieterly@sc.rr.com



“Results That Get You Moving”

Objective: *Successfully working with home buyers and sellers profitably to list and sell home ensuring positive experiences for everyone involved

Profile:

- *Columbia & Lexington County resident for 15+ years
- * Driven professional with 8+ years of solid real estate sales experience

Listings:

- *Provide virtual tour on websites of homes gaining 24/7 day a week exposure to all Listings
- *Promote sales of properties through advertisements, open houses and participation in Multiple Listing Service
- *Create sales and informational brochures for each listing for prospective buyers;
- *Present purchase offers to sellers for consideration
- *Negotiate the best possible contract for clients
- *Work with home inspectors, appraisers, and other inspectors
- *Ensure that all terms of the contract are met prior to closing
- *Successfully closed over 100 transactions
- *Listings sold at 97% of asking price (List Price to Sales Price Ratio)

Buyers:

- *Successfully guide buyers and sellers through the sale and purchase of properties
- *Counsel buyers to gain understanding of their unique needs in a home
- *Generate lists of properties that are compatible with buyer’s needs and financial resources
- *Coordinate appointments to show homes to prospective buyers
- *Establish positive flow of communication with other agent’s buyers and sellers, mortgage officers, and attorneys involved in the home buying and selling process
- *Coordinate property closing, ensure deadlines, oversee signing of documents, and disbursement of funds

Company:

Russell & Jeffcoat Real Estate, Inc.

*Largest independent real estate broker in SC

*#1 Residential real estate broker in The Midlands

*Member of Leading Real Estate Companies of the World-allows for local, national and International attention/network connections

Licensure:

South Carolina Real Estate License

South Carolina Broker License

Awards:

Top 10 Producer Lexington Office- Currently ranked #7 out of 50 agents- 2011

Russell and Jeffcoat Real Estate President's Club 2011, 2010, 2009, 2008

Greater Columbia Association of Realtors- Circle of Excellence

Coldwell Banker United- Sterling Society

Coldwell Banker United-Top Sales Associate Based on Listing Units -2004

Designations:

Broker

Corporate Relocation Specialist

Accredited Luxury Home Specialist

Certified Seller Representative

Lake Murray Residential Specialist

Education:

Bachelor of Administration in Marketing – Georgia Southern University 1987

Master of Arts in Teaching – University of Memphis 1995

Community:

Lexington Business Association