

Marcellette Toni Doner
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Qualifications

In depth working knowledge of all ramifications of Real Estate Sales, Title Examining. HUD Contract Administration , and Customer Service operations .

- Simultaneous coordination and supervision of a broad range of management functions. Developing and maintaining strong interpersonal relationships in a business climate, along with employing and training personnel. Title Examiner searching out Residential , Commercial and perform 100 year plus title exams for Oil and Gas leasing in various counties in West Virginia, Ohio and Pennsylvania .
- Set up flow charts and report on the well status from the West Virginia Department of Environmental Protection. I have been involved in Land acquisition which involved me in determining right of ways and easement boundaries, obtaining survey permits and map drafting of the area.

I am self -motivated, efficient, organized ,people friendly, outstanding communication skills and, above all, a team player.

Education & credentials

Franklin University – Columbus Ohio, Business Management & Accounting

Columbus Technical Institute – Columbus Ohio, Business Management

Hondros College – Columbus Ohio, Real Estate Sales (Ohio licensed)

Holiday Inn Hotel Management – Memphis, Tennessee, Hotel Management

HUD certified in – Fair Housing, COS, AHM, HUD & OFHA compliance rules and regulations

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- **Professional Experience:**

Abstract Title Experience 2003-Present

Independent title examiner doing Residential and Commercial searches for the last five years. Search properties for gas line right of ways. Platted out easements.

Most currant experience is working for **Natural Resources Land Services**

as a independent contractor searching 100 years plus on Oil and Gas leases.

I have also been involved in the Right of Way field along with land acquisition.

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Natural Resources Land Services

Title Abstractor

Independent contractor searching 100 years plus title searches for Oil and Gas leases, Title takeoffs, flow charts, reports and performed several other duties as needed.

Mason Dixon Energy

Title Abstractor

Performed 100 years plus title exams for Oil and Gas leases. Verified well status with the West Virginia and Pennsylvania Department of Environmental Protection.

West Virginia and Pennsylvania Department of Environmental Protection.

Brian Doner and Associates

Title Abstractor

Performed searches on residential and commercial properties, checking liens, restrictions ,leases, (etc.) in the Ohio counties

restrictions ,leases, (etc.) in the Ohio counties.

Harvest Management Group, 2005 - 2008

Project Manger Supervise and coordination of the Ohio base Section 8 apartment communities. Employ, train, and supervise staff in both property management and maintenance. Liaison between HUD/OHFA Agencies and Management . Develop bid specifications, inventory control, accounting functions, HUD/State reports, R for R Requests , Special Claims, monthly vouchers (HUD Manager plus Rent). Ensure properties are run efficiently and within HUD guidelines. Working with Management on Refinancing the properties.

Assisted Housing Services Corporation /CGI, Regional Manager- Contract Administrator

Responsible for managing the Section 8 contracts in the Cincinnati Area including the understanding of the HAP vouchering process which includes eligibility requirements, certification and re-certifications, processing contracts renewals, rent adjustments, Management and Occupancy reviews, Civil Rights Compliance Training and certification and re-certifications, processing contracts renewals, rent adjustments, Management and Occupancy reviews, Civil Rights Compliance and working with the local and central contract specialists and a strong understanding of the requirements and working knowledge related to Contract Administration.

Related skills:

Licensed Real Estates Agent/ Sales (Ohio), Abstract Title Searcher/ Mortgage Loan Closer,

Land Acquisition, Customer Service Manager, Purchasing, Inside sales

Developed a Telemarketing program and supervised their operations, HUD/ Real Estate Leases & Contracts, Ohio Notary, Leasing Manager, Oil and Gas leases , Property Right of Ways

Salary day rate \$300.00

Travel not a problem

References: Upon request