

Phillip N. Trautman II  
2108 W. John St.  
Champaign IL 61821  
217.714.1234

PJTrautman@yahoo.com  
PJ@ChampaignCoRealty.com

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**SUMMARY OF QUALIFICATIONS:**

I am a high energy, real estate and home valuation professional with exceptional interpersonal and communication skills. I am self-motivated, a problem solver, dedicated to being proactive and dependable. I enjoy being a team player and a team builder. I possess solid convictions, impeccable morals and business ethics along with the desire to produce exceptional work products. I have successfully completed more than 730 independent fee appraisals with more than 6,500 hours of appraisal experience.

**PROFESSIONAL EXPERIENCE:**

**Champaign County Realty – Champaign, IL**  
*REALTOR – License # 476.433051*  
2108 W. John St.  
Champaign, IL 61821

**01/2008 – Present**

- Negotiate and manage residential leases and management agreements
- Analyze current market trends and compare subject property to similar homes, to accurately derive a list price for home sellers.
- Assist and advise buyers and sellers in negotiation and analysis of sales contracts and inspection agreements
- Manage rental properties for property owners including coordinating maintenance, repairs, and improvements.
- List and sell commercial property
- Develop ads for local and national media including The News Gazette, The Real Estate Book, The Pulse Magazine, and Realtor.com
- Act as a liaison between lenders, attorneys, agents, buyers, & sellers.

**Appraisals By Trautman – Champaign, IL**  
*Certified Real Estate Appraiser – License # 556.004817*  
2108 W. John St.  
Champaign, IL 61821

**12/2006 – Present**

- Complete appraisal assignments from vendors by coordinating site inspections with property occupants, complete visual inspection including exterior, and interior, obtaining a gross living area calculation by measuring the subject property, photographing required pictures of the subject and comparable properties, and completing necessary appraisal forms.
- Conduct subject data research, including but not limited to: address verification, Home Owner Association affiliation, taxes, special assessments, neighborhood characteristics, previous sales history, neighborhood boundaries, site size, map references including FEMA flood hazard mapping, reproduction/replacement costs, income potential, including developing an accurate Gross Rent Multiplier, site inspections, analysis of subject mechanicals, building materials, quality of construction, room count, age and condition.
- Conduct comparable property data research, including but not limited to: address verification, Home Owner Association affiliation, taxes, special assessments, neighborhood characteristics, previous sales history, map references including FEMA flood hazard mapping, currently offered sales, recently closed sales, including deriving list-to-sales price ratios, days on market analysis.
- Conduct Market Conditions data research, including but not limited to: current financing availability, accessibility and rates, current market trends including seller offered concessions and incentives, current average marketing time,

**Biaggi's Ristorante Italiano**

**07/2002 – 08/2009**

*Host/Server/Special Events  
2235 S. Neil St.  
Champaign, IL 61820*

- Conducted training for new employees on hospitality operations and performance improvement.
- Managed a multi-line phone system to take meal orders, reservations, and general inquiries
- Analyzed and responded to customer concerns
- Coordinated entertainment for public and private venues
- Successfully improved service productivity to increase sales to exceed a company-wide, three day record.
- Successfully improved service productivity to increase sales to exceed an in-house company-wide single day record
- Traveled to assist with hiring and training for new company locations.
- Performed duties of other management staff when needed such as attending executive meetings
- Performed computer support duties (troubleshooting, ordering, training, data entry)

**EDUCATION:**

Eastern Illinois University via Parkland College – *Champaign, IL*  
Bachelors in Business, Specialization in Real Estate and Finance  
Expected Graduation Date: May 2013

**01/2004 – Present**

Parkland College – *Champaign, IL*  
*Real Estate Appraisal Licensing Education*

<i>Basic Principals of Real Estate Appraisal</i>	<i>30 Hours</i>	<i>05/2006</i>
<i>Residential/Single Family Appraisal</i>	<i>30 Hours</i>	<i>05/2006</i>
<i>Standards of Professional Appraisal Practices</i>	<i>15 Hours</i>	<i>05/2006</i>

McKissock Education – *Warren, PA*  
*Certified Residential Appraisal Licensing Education*

<i>Residential Market Analysis and Highest &amp; Best Use</i>	<i>15 Hours</i>	<i>08/2009</i>
<i>Residential Appraiser Site Valuation and Cost Approach</i>	<i>15 Hours</i>	<i>08/2009</i>
<i>Residential Sales Comparison and Income Approaches</i>	<i>30 Hours</i>	<i>07/2009</i>
<i>Residential Report Writing and Case Studies</i>	<i>15 Hours</i>	<i>08/2009</i>
<i>Advanced Residential Applications &amp; Case Studies</i>	<i>15 Hours</i>	<i>07/2009</i>
<i>Statistics, Modeling, and Finance</i>	<i>15 Hours</i>	<i>08/2009</i>
<i>Appraisal Subject Matter Electives</i>	<i>20 Hours</i>	<i>07/2009</i>

Coldwell Banker Devonshire Realty – *Champaign, IL*  
*Real Estate Sales Licensing Education*

<i>Real Estate Transactions</i>	<i>45 Hours</i>	<i>09/2008</i>
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Champaign County Association of REALTORS – *Savoy, IL*  
*Salesperson Elective Continuing Education*

<i>The Code of Ethics</i>	<i>3 Hours</i>	<i>11/2008</i>
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<i>Elements of a Sales Contract</i>	<i>3 Hours</i>	<i>11/2008</i>
<i>Anti-Trust &amp; Fair Housing Core</i>	<i>3 Hours</i>	<i>11/2008</i>
<i>Agency License Law: Escrow</i>	<i>3 Hours</i>	<i>11/2008</i>

**MAJOR APPRAISAL CLIENT LIST:**

*Allied Home Mortgage, American General Finance, Associated Capital Mortgage, Busey Bank, Bank Champaign, Heartland Bank & Trust, JP Morgan Chase Bank, PNC Bank, Regions Bank, CITI Mortgage, Country Insurance, Revere Mortgage, Centre Bank, University of Illinois Employees Credit Union, and private home owners.*

**PROFESSIONAL EXAMINATIONS SUCCESSFULLY COMPLETED:**

<i>Illinois Associate Appraiser Examination – Urbana, IL</i>	<i>12/2006</i>
<i>Illinois Real Estate Salesperson Examination – Urbana, IL</i>	<i>09/2008</i>
<i>Illinois Certified Residential Appraiser Examination – Urbana, IL</i>	<i>03/2009</i>
<i>Illinois Board of Review Examination – Urbana, IL</i>	<i>02/2010</i>

**STATE OF ILLINOIS APPOINTED COMMISSION:**

Notary Public  
*Commission # 630579 Commission expiration 09/08/2013*

**REFERENCES:**

Pamela Borowski; Champaign Township Supervisor  
*Champaign Township*  
*217.621.7262*

Jan Buerkett; Vice President  
*Busey Bank*  
*217.326.5265*

Linda Green; Executive Director  
*Champaign County Association of Realtors*  
*217.356.1389*

Kristopher Koester; Vice President, Board of Directors & Chair  
*The UP Center of Champaign County*  
*217.597.1384*

Jackie Parks; Partner/Owner  
*Envisionwise*  
*217.493.7331*

Dionne Clifton; Program Development  
*NBC Studios*  
*323.944.4661*

*Updated February 2011*