

# Amy Smythe Harris

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## REAL ESTATE SALESPERSON/TRAINER/MANAGER

*Expertise in residential real estate marketing*

*Market Strategy Planning / Contract Management / Operations Management / Material & Supply Planning / Vendor Relations / Instructor Real Estate Courses / Contract Negotiations & Administration / ROI Analysis / Agent Recruitment & Development / Consultant*

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## PROFESSIONAL EXPERIENCE

**Houston Association of Realtors®**, Houston, Texas 2003 – Present

**Independent Consultant/Trainer/Instructor**

Superior track record delivering course material to new and experienced agents

- Develop manuals for TREC approval
- Instruct MCE courses
- Instruct New Member Orientation with emphasis on the Code of Ethics, Branding, Agency Relationships, and Board benefits

**Champions School of Real Estate**, Houston, Texas 2003– 2005

**Instructor**

- Instructed Core & MCE Courses, including, Principles I, Principles II, Agency, Marketing, 30 Days to Success class.

**Prudential Gary Greene Realtors®**, The Woodlands, Texas 1998 – 2003

**Technology Trainer/Career Development Manager/Sales Manager**

Responsible for recruiting new agents, develop and train new agents with sales skills, marketing analysis tools and computer knowledge. Facilitated & answered brokerage questions to agents.

- Developed Brokerage & Agency Do's and Don'ts manual for office.
- Created a policy manual for office
- Disseminate new Texas Real Estate Licensing information to agents, as well as update them on new contract forms.
- Prepare Weekly Market Reports as Sales Meetings
- Prepare Monthly Productions Reports for Corporate office
- Liaison with agents/employees and Corporate IT department
- Maintain branch network functioning with assistance of Corporate IT dept.

**PROFESSIONAL EXPERIENCE** *(Continued)*

- Evaluate agents business plans for cost effectiveness, new marketing ideas for their business, and setting individual goals
- Coached agents to assist them in developing their business/productivity
- Troubleshoot office equipment, software, hardware, and voice mail system.
- Research cost savings strategies with office supplies, equipment and vendors.
- Create and present proposals for special marketing projects for office.
- Held once a month Professional Standards mini-classes for agents
- Hiring, training and development of all support staff, supervising all branch human resource needs, and preparing salary reviews.
- Board of directors for Montgomery County Association of Realtors®

**EDUCATION**

West Virginia University, Morgantown, West Virginia  
**Human Resource Management, BSBA 1994**  
*Dean's List...Minor in Accounting*

*Extensive management & leadership training through various real estate companies.*