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# ERNEST VALDEZ

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## EDUCATION & PROFESSIONAL MEMBERSHIPS

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<b>REALTOR®</b> , NAR, TAR, Texas License #0711705	<b>Present</b>
<b>Master of Education, M.Ed., Adult Education and Training</b> , University of Phoenix San Antonio, TX	<b>2010</b>
<b>Bachelor of Arts, B.A., English and Communication Studies</b> , Southwestern University Georgetown, TX	<b>2006</b>

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## WORK EXPERIENCE

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<b>REALTOR®</b>	<b>2018-Present</b>
<ul style="list-style-type: none"><li>• Prepare and present CMAs for clients.</li><li>• Understand pricing &amp; market evaluations.</li><li>• Host open houses and corporate events.</li><li>• Attend training events provided by industry partners.</li><li>• Maintain all steps of the transaction process using Dotloop.</li><li>• Utilize negotiating strategies to provide clients with the best possible value.</li><li>• Recognize client's needs and provide custom solutions for each individual client, including residential sales and rentals.</li></ul>	
<b>Instructional Design Consultant and Project Manager</b>	<b>2006-2020</b>
<ul style="list-style-type: none"><li>• Analyze needs, conceptualize design, and map course content to meet detailed learning objectives, performance goals, and business requirements of numerous clients.</li><li>• Use adult learning theories and methods to develop design documents that outline instruction, assessment, evaluation and implementation strategies.</li><li>• Coordinate efforts of design, media, and programming resources to complete training materials.</li><li>• Determine instructional methods for desired training courses.</li><li>• Coordinate all steps of projects to include staff supervision, budget management, project tracking and reporting, content administration, and quality control.</li><li>• Implement training programs to ensure a high-performance environment.</li><li>• Assume responsibility for quality assurance by identifying continuous improvement areas, reviewing deliverables from on- and off-shore teams, and assessing final plans for completeness, compliance with standards, and consistency with the detailed design.</li><li>• Serve as primary point-of-contact between the development team, SMEs, Quality Assurance Team, and business partners.</li><li>• Facilitate human resource activities to include orientation, onboarding, training, and mentoring of new hires, as well as coordinating activities between different departments.</li></ul>	

