

GRACEY ACHOLONU

Public Involvement & Real Estate Agent

PROFESSIONAL SUMMARY

Public Involvement & Real Estate Agent with over 9+ years of extensive expertise in real estate and public speaking, specializing in real estate financing and international relations. Demonstrates a unique ability to connect with diverse clients across Washington, Georgia, and Texas through multilingual skills in English, Igbo, and German. Passionate about helping clients and community members achieve stability and financial goals through innovative real estate strategies and committed to fostering strong industry partnerships and community engagement.

EMPLOYMENT HISTORY

CITY OF AUSTIN HOUSING DEPT DISPLACEMENT PREVENTION VISTA 3 **Oct 2024 - Oct 2025**
YEAR

The City of Austin

Austin, TX

- ◆ Collaborate with city departments to enhance community resources and services.
- ◆ Develop strategies to address housing displacement and support vulnerable populations.
- ◆ Implement programs that improve access to education and health services.
- ◆ Analyze community needs to identify key areas for intervention and support.
- ◆ Foster partnerships with local nonprofits to expand service reach and effectiveness.

REAL ESTATE AGENT

Aug 2023 - Jun 2024

eXp Realty

Kirkland, WA

- ◆ Foster relationships with lenders and inspectors, ensuring smooth transactions and client satisfaction.
- ◆ Prepare and manage essential real estate documents, ensuring accuracy and compliance.
- ◆ Assists with Buys and sells property.
- ◆ Promote properties via open houses and advertising, enhancing visibility and client engagement.
- ◆ Over \$1.2M in Sales Volume.
- ◆ Conduct comprehensive market analyses to determine optimal pricing strategies, supporting informed decision-making for buyers and sellers.
- ◆ Coordinate with title companies and escrow officers to streamline closing processes, ensuring seamless transactions for all parties involved.

REAL ESTATE AGENT

Nov 2021 - Jan 2023

Flyhomes

Seattle, WA

- ◆ Streamlined client communication protocols, ensuring comprehensive follow-up and personalized guidance throughout the property acquisition journey
- ◆ Managed complex property documentation, including permit research and courthouse records, maintaining meticulous attention to legal requirements. Coordinated documents for smooth inspections and closings.
- ◆ Led property transactions totaling \$32.5M through 400+ strategic property tours, delivering comprehensive market analyses and detailed property evaluations.
- ◆ InterNatchi Home Inspection Courses to improve home valuation.

REAL ESTATE AGENT

Apr 2020 - Present

Pellego

Bellevue, WA

- ◆ Negotiate property deals, interpret easements with professional assistance and manage contracts with measurable success.
- ◆ Facilitate customer meetings and coordinate with designers for effective service location planning.
- ◆ Draft and finalize easement documents, ensuring compliance and accuracy.
- ◆ Conduct property research and manage transactions, achieving significant project milestones.
- ◆ Lead property transactions and negotiations, specializing in residential sales. Develop targeted marketing strategies to showcase properties and build client relationships.
- ◆ Handle contract preparation, documentation, and compliance requirements. Conduct thorough property research and due diligence for each transaction.
- ◆ Guide clients through property acquisition process, providing market insights and negotiation support. Resolve concerns and maintain clear communication.

PRIVATE WEALTH MANAGEMENT ASSISTANT
Goldman Sachs

Dec 2019 - Apr 2020
Bellevue, Washington, United States · Hybrid

- ◆ Coordinated domestic and international travel, improving logistical efficiency.
- ◆ Processed expense reports and invoices, maintaining financial accuracy.
- ◆ Streamlined administrative operations for senior executives, managing complex calendars, high-profile client communications, and international travel arrangements; liaison between senior management and high-net-worth clients

ASSISTANT PORTFOLIO MANAGER
Invitation Homes

Feb 2018 - Jul 2018
Bellevue, WA

- ◆ Managed tenant relations, enhancing satisfaction and retention through effective communication.
- ◆ Assisted with management of \$2.5M+ Single Family Residential Rental Portfolio.
- ◆ HOA Accounting and management

LEASING MANAGER
Blanton Turner

Oct 2014 - Jun 2017
Seattle, WA

- ◆ Orchestrated showings, negotiations, and screenings, ensuring compliance and strong tenant relations.
- ◆ Streamlined leasing operations to achieve 100% occupancy within 2.5 months, driving \$2.7M annual revenue while maintaining exceptional tenant satisfaction
- ◆ Developed new revenue streams by transforming underutilized amenities into rentable spaces, sustaining 92% occupancy rate and enhancing property value

EDUCATION

BACHELORS OF ARTS INTERNATIONAL AFFAIRS
Seattle Pacific University

Sep 2012 - Aug 2018
Seattle, WA

MASTER OF ARTS IN DIPLOMACY
Norwich University

May 2020 - Sep 2020
Norwich, VT

SKILLS

Purchasing Negotiation, Contract Negotiation, Real Estate Financing, Real Estate Investment, Residential Real Estate, Real Estate Transactions, Public Speaking, Microsoft Excel, Microsoft Office, Negotiation, Ability to read plans, field notes and topographic maps (*Expert*), Speaking, writing and listening skills (*Expert*), City of Austin subdivision codes and statutes (*Skillful*), Knowledge of concepts of distribution design and facility placement (*Experienced*), Knowledge of city, county and state permit processes. (*Skillful*).

LANGUAGES

English (*Native*), German (*Novice*), Igbo (*Highly proficient*).

CUSTOM SECTION

TX - REAL ESTATE LICENSE
Active - 790031

WA - REAL ESTATE LICENSE
Active - 135558

GA - REAL ESTATE LICENSE
Inactive - 414357