

# MATTHEW J. HARAMINAC

3930 OSAGE STREET, DENVER, CO 80211 · MATTHEW@HARAMINAC.COM · 800.986.5280

## EDUCATION

---

· JONES COLLEGE  
AUGUST 2007 & MARCH 2008

· UNIVERSITY OF MICHIGAN  
2005-2007

· MACOMB COMMUNITY COLLEGE  
2000-2003

BROKER ASSOCIATE LICENSING PROGRAM  
REGISTERED REAL ESTATE APPRAISER PROGRAM

DEGREE: BACHELOR OF GENERAL STUDIES WITH CONCENTRATION IN  
SOCIOLOGY, PSYCHOLOGY, AND POLITICAL SCIENCE; EMPHASIS ON  
SOCIOPOLITICAL RELATIONSHIPS OF HOUSING POLICIES

DEGREE: ASSOCIATE OF GENERAL STUDIES WITH CONCENTRATION IN  
GRAPHIC COMMUNICATION AND PHOTOGRAPHY

## CREDENTIALS

---

- COLORADO REGISTERED APPRAISER
- COLORADO LICENSED REAL ESTATE BROKER ASSOCIATE
- 9 YEARS IN CUSTOMER SERVICE
- 7 YEARS IN SALES
- 6 YEARS IN HOME IMPROVEMENT INDUSTRY
- 4 YEARS DESIGNING AND IMPLEMENTING QUANTITATIVE RESEARCH
- 3 YEARS EXPERIENCE WEB DEVELOPMENT INCLUDING CSS AND HTML
- PROFICIENT WITH MICROSOFT OFFICE AND ADOBE CREATIVE SUITE
- EXCEPTIONAL BOOKKEEPING AND ADMINISTRATIVE ASSISTANCE SKILLS
- PROFICIENT WITH VARIOUS METHODS OF DATA COLLECTION
- SOLID WORKING KNOWLEDGE OF FAIR HOUSING, AND TENANT/LANDLORD LAWS
- COMPREHENSIVE KNOWLEDGE MARKET AND SOCIAL RESEARCH DESIGN

## EXPERIENCE

---

- POINT OF CONTACT FOR OVER 200 TENANTS, 130+ OWNERS AND 59 VENDORS
- COLLECTING MONIES AND PURSUING DELINQUENCIES
- CONDUCTING SHOWINGS OF COMMERCIAL AND RESIDENTIAL PROPERTIES FOR THE PURPOSE OF BROKERING AND LEASING PROPERTIES
- IMPLEMENTING REMEDIAL ACTIONS TO COUNTER DISRUPTIVE TENANT BEHAVIOR
- PROCESSING RENTAL APPLICATIONS AND BACKGROUND/CREDIT SCREENING
- ASSISTING IN BOOKKEEPING DUTIES USING TENANT PRO AND YARDI SOFTWARE
- CREATING EXCEL SPREADSHEETS TO EVALUATE FEASIBILITY, PRIORITY AND EFFICIENCY
- ASSISTING CLIENTS WITH THE IMPLEMENTATION OF THE REAL ESTATE LISTING AND SALES CONTRACTS
- ASSISTING TENANTS AND OWNERS WITH LEASE ADMINISTRATION
- COMPLETING MOVE IN AND MOVE OUT CONDITION REPORTS
- CREATING LISTING BROCHURES, FLYERS AND WEB MARKETING CAMPAIGNS
- USING MACROMEDIA DREAMWEAVER TO MAINTAIN PROPERTY INVENTORY ON WEB PAGES
- SCHEDULING AND ENSURING, THROUGH FOLLOW UP CORRESPONDENCE, TIMELY AND ACCURATE COMPLETION OF PROPERTY MAINTENANCE AND REPAIR REQUESTS

## COURSEWORK

---

- REAL ESTATE: BROKERAGE, APPRAISAL, AND FAIR HOUSING
- RESEARCH AND STATISTICS: EXPERIMENTAL DESIGN, QUANTITATIVE RESEARCH, QUALITATIVE RESEARCH, AND STATISTICAL ANALYSIS
- PUBLIC POLICY: POLICY ANALYSIS, LOBBYING, POLITICAL THEORY, AND POLITICAL PSYCHOLOGY
- VISUAL COMMUNICATION: PHOTOGRAPHY, DESIGN, COLOR THEORY, AND WEB DESIGN
- LAW: CONSTITUTIONAL LAW, AND SOCIOLOGY OF LAW
- SOCIOLOGY: ORGANIZATIONAL BEHAVIOR, AND DEVIANT BEHAVIOR
- INDEPENDENT STUDIES EXECUTED: FEASIBILITY STUDY AND MARKETING PLAN FOR A PHOTOGRAPHY BUSINESS, EVALUATION OF THE SOCIETAL EFFECTS OF ENVIRONMENTAL TOBACCO SMOKE, AND AN ANALYSIS OF FACTORS INVOLVED IN VOTER TURNOUT AMONG YOUNG AMERICANS

## RELEVANT EMPLOYMENT HISTORY

---

- INDEPENDENT CONTRACTOR: BROKER ASSOCIATE, LEASING CONSULTANT APRIL 2008 TO PRESENT
- INDEPENDENT CONTRACTOR: REGISTERED APPRAISER APRIL 2008 TO JANUARY 2009
- CHARLES K. POOR CPA: WEB DEVELOPER AND MAINTENANCE TECHNICIAN DECEMBER 2007 TO PRESENT
- DUNN AND COMPANY: PROPERTY MAINTENANCE & TECHNOLOGY COORDINATOR SEPTEMBER 2007 TO FEBRUARY 2008

WRITING SAMPLES, REFERENCES AND FULL EMPLOYMENT HISTORY ARE AVAILABLE ON MY WEBSITE: [WWW.HARAMINAC.COM](http://WWW.HARAMINAC.COM)  
3930 OSAGE STREET, DENVER, CO 80211 · MATTHEW@HARAMINAC.COM · 800.986.5280