

## **Professional Resume**

**Hufstedler, Jessica L.; PO Box 407, Alto, NM 88312**

### **MEMBERSHIPS, LICENSES AND PROFESSIONAL DESIGNATIONS**

State of New Mexico Real Estate Appraiser- Certified Residential Appraiser, NM03173-R, Issued 07/14/2010

State of New Mexico Real Estate Associate Broker, License Number 44439, Issued 03/26/2007

Member, National Association of Realtors

Member, National Association of Appraisers

### **EDUCATION**

Texas Tech University, 2002-2003, Business Administration

Johnson and Wales University, 2003-2005, General Business

Kaplan Professional Schools, 2006, Associate Brokers Qualifying Education

Kaplan Professional Schools, 2007, Real Estate Appraisal Qualifying Education

Kaplan Professional Schools, 2007, Appraisal Certification Courses

Kaplan Professional Schools, 2007, USPAP Guidelines

Kaplan Professional Schools, 2009, USPAP Guidelines

McKissock, 2009, Even Odder -- MORE Oddball Appraisals

McKissock, 2009, Appraising FHA Today

McKissock, 2009, Introduction to Green Building for Real Estate Appraisers

McKissock, 2009, REO & Foreclosures

The Columbia Institute, 2012, Mortgage Fraud-Appraiser Risk Management

The Columbia Institute, 2011, Report Writing-the UAD

The Columbia Institute, 2012, USPAP Update

McKissock, 2012, Private Appraisal Assignments

McKissock, 2012, Land and Site Valuation

2012, State of New Mexico Mandatory Course

### **EMPLOYMENT HISTORY**

Hufstedler Appraisal – Office Manager / Certified Residential Appraiser – July 2010 to Present

- Main point of communication between clients and the appraiser
- Update orders daily with estimated due dates, delays, inspection dates, etc.
- In depth market research, mathematical paired sales, USPAP compliance, technical writing and review against underwriting standards and client specific guidelines review
- Accounting and receivables collection
- Advertising and accounts payable manager
- Manage all appraiser's communication with clients to avoid direct communication between the appraiser and lender/client

Hufstedler Appraisal. - Office Manager / Apprentice Appraiser – Fall 2006-July 2010

- Provided assistance with all aspects of appraisal inspections.
- Completed appraisals with certified residential appraiser supervision.

### **EXPERIENCE SUMMARY (PAST THREE YEARS, EXISTING AND PROPOSED CONSTRUCTION)**

Single Family Detached Dwellings - 1000

Condominiums - 300

Duplex/Triplex/Fourplex - 4

Commercial - 0

Land (finished lots, raw land) – 100

Desk Reviews and Field Reviews-100

The above appraisals include many federally related transactions and some transactions that were for actual federal entities. These federal entities include but are not limited to U.S.D.A. and the U.S. Department of Treasury.

### **GEOGRAPHIC AREA**

Serving Lincoln, Otero, and Chaves Counties in New Mexico

## **DATA SOURCES**

County Records (electronic access, telephonic query and in-person requests), Village Records, MLS, Title Companies, Salespersons/Brokers, Surveyors, Contractors, Appraisers, and Utility Companies

## **PROFESSIONAL REFERENCES**

CENTURY 21 Aspen Real Estate / James Paxton, Qualifying Broker  
727 Mechem Drive, Ruidoso, NM 88345, (575) 257-9057

Pioneer Savings Bank / Tanya Crowder, Vice President  
1095 Mechem Drive, Ruidoso, NM 88345, (575) 258-5858

Gibson and Leonard / Lori Gibson, Attorney at Law  
505 Mechem Drive, Ruidoso, NM 88355, (575)257-1010