

**Cynthia L. Ridgely, CLR Appraising**  
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**SUMMARY OF QUALIFICATIONS:**

- Broad knowledge of residential properties, including single and multi-family
  - properties also field reviews, desk top evaluations and enhanced desk reviews, relocation appraisals
- Over 3000 trainee hours in Real Estate Appraising
- Continuous McKissock continuing education classes Excellent communications skills, establishing relationships with management, peers and clients
- Good organizational skills and problem solving skills, self starter
- Willing to travel within Baltimore, Baltimore City, Anne Arundel, Prince Georges, Charles, Calvert, Harford, Howard, St Mary's and Queen Anne's Counties
- Proven Trainee Appraiser in all aspects of Residential Real Estate Appraising
- Received Licensed Appraiser status in August 2005
- Certified appraiser license granted September 2007
- FHA Certified Appraiser 2007
- ERC Trained Relocation Appraiser 2007

**WORK HISTORY:**

**CLR Appraising      Small Home Office Based Business      8/2005- Present**

- Completed over 1500 residential appraisals to date
- Passed Maryland Certified appraisal exam 9/2007
- Successfully completed ERC Relocation training for appraisers

The WilliamCraig Company &

Anders Appraisal Associates      3/2005-Present

- Real Estate Trainee and Licensed Appraiser
  - Pass Maryland State License Appraiser exam in August 05
  - Continuing education on going
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- Tower Real Estate Group, Inc      2003 – 3/2005
    - Real Estate Trainee Appraiser

- Completed of 3000 hours of residential appraisal hours and
- Applied for Residential Appraiser License
- Gained full knowledge of Win Total and software
- Gained full knowledge of MRIS and Matrix data bases
  
- Dermatology and Cosmetic Associates 2001 -2003
  - Front Desk Office staff, greeted incoming patients, collected fees, schedule appointments filing and general office skills
  - Developed office guidelines for checking in patients and checking insurances
  - Developed office guidelines for daily operating and schedules
  - Provided assistance in billing office posting payments and receipts
  
- Primary Pediatrics 1999- 2001
  - Front desk office staff – learned daily operations, greeting patients and checking in and out of patient paperwork
  - Developed expertise with medical insurance and referral requirements
  - Team leader in satellite office in Annapolis and Severna Park
  - Maintained daily records for all payments received and submitted to main billing office after automated data entry of transactions
  
- Home Care Provider 1991- 1991
- Maryland Real Estate Agent 1989 -1991
  - Closed over \$500K in property sales per year
  - Worked for Gary Hart, Associates
  - Worked part –time since I had small children at home
  - Researched and investigated potential sales data via MLS
  - Provided customer service to both buyers and sellers
  - Source new clients by cold calling , walk in and news ads
  
- Computer Programmer – US General Accounting Office 1983 - 1986
- Computer Technician - US General Accounting Office 1980 - 1983
- Secretary Typist – US General Accounting Office 1978 - 1980

### **EDUCATION and LICENSES:**

- Computer Programming Certification, Prince George Community College Largo Maryland
- 90 Hour Real Estate course from Gary Hart Associates
- 120 Day Care Certification, Anne Arundel Community College
- 90 hour Real Estate Appraiser Courses AA community College

- MD Real Estate Agent License (currently not active)
- MD Real Estate Trainee Appraiser license valid – 5/2006
  - Licensed Appraiser valid thru 08/2008
  - Certified Appraiser License 9/2007
  - FHA Certified Appraiser 2007
  - ERC trained Relocation Appraiser 2007
  - Member for Appraisal Forum
  - [Continuing Education Ongoing](#)
  - Landy E&O Insurance (Available Upon Request)
- **Computer Skills:**
  - Windows Operating System
  - Windows Applications
  - MRIS and Matrix
  - Wintotal for Real Estate Appraisers
  - ACI Appraiser Software
  - Apex Sketching
  - Web site Administrator [WWW.firstreliableappraising.com](http://WWW.firstreliableappraising.com)
  - Email and Fax
  - Downloading PDFs
  - Online ordering for appraisals available