

AZUKA EKWUEME

SUMMARY

- Experience working within the real estate industry, including sales, leasing, management and finance.
- Set up and completed loan submission packages by interviewing clients regarding loan needs and financial histories, while conveying information regarding application processes.
- Underwriting initial and recertification low income housing tax credit applications.
- Preparing affidavit of execution for eviction due to nonpayment.

SKILLS

- Microsoft Office Suite applications and QuickBooks.

EXPERIENCE

ACMH, INC., New York, NY

Jul 2019 - Present

Asset Manager

- Monitor a portfolio of approximately 250 units of affordable rental housing units, working directly with property owners and other partners ensuring that properties remain affordable, and in good financial and physical condition.
- Identify properties that require either an enforcement intervention or additional assistance from the city, and responsible for gathering rent registration histories from the DHCR.
- Review all initial and recertification tenant income certifications prior to move in.
- Centralize and maintain low-income housing tax credit (LIHTC) tenant files for audit ready purposes.

Redfin, Brooklyn, NY

Feb 2019 - Present

Associate Agent (Independent Contractor)

- Ensure that all clients looking to sell or buy in the New York metro area are aware of current market conditions, legal requirements, pricing and mortgages.
- Prepare properties for open houses by educating sellers, setting up documents and posters, and marketing materials to increase appeal of first impressions.
- Model exceptional customer service skills and appropriate diagnostic sales techniques.

FM Home Loans, Brooklyn, NY

Jan 2018 - Jul 2019

Mortgage Loan Processor

- Set up and completed loan submission packages by interviewing clients regarding loan needs and financial histories and conveying information regarding application processes.
- Evaluated approvals against established bank and government lending standards.
- Reviewed financial statements and contacted institutions and customers to clarify details.
- Collected and compiled paperwork such as title abstracts, insurance paperwork, loan files and tax histories.

EDUCATION

Post Bachelor's Degree in Accounting, December 2020

Brooklyn College of The City University of New York, Brooklyn, NY