

11635 Old River School Rd.

Arturo Basulto

C: (562)-818-2365

Downey, CA 90241

E:Mail: ArturoBasulto@Yahoo.com

KEY STRENGTHS:

- Trust worthy, Self mentored, Self-motivated, Leader, Goal setter, Energetic, Confident, Optimistic and Devoted.

SKILLS:

- **Bilingual/Spanish:** (Read & write Proficiently)
- **Problem Solving:** Bank lending institutions, escrow, appraisers, sellers, buyers and tenants
- **Project Planning Cost:** Calculating cost buying, repairing and selling in short term purchase
- **Billing :** Pay water, electric and gas. Invoice expense, credits, balance sheet amount record
- **Data Analysis:** MLS, information and facts that determine market price on purchase
- **Communications:** Exchange ideas, opinions and options, participate in group meetings
- **Computer Skills:** Word, Excel, e-mail, scanning documents
- **Mediator:** Settle buyer and seller repair disputes, contract changes and tenants disputes
- **Sales Price Forecasting:** Price opinion for resale value after fixing short term investment
- **Book Keeping:** Trust fund checks receive and release, bank record all deposits and withdraws
- **Strategizing Clients' Needs:** Providing money saving ideas to sellers and buyers
- **General visual inspections:** Written disclosures of property condition opinion (civil code 2079)

WORK EXPERIENCE:

BASULTO'S REAL ESTATE SERVICES: Current: **Owner** Self Employed

- **2003** Real Estate **Broker** License since April Lic # **01123633**
- **1991** Real Estate **Agent** Licensed since October
- Coordinate appointments for prospective buyers, inspectors and appraisers
- Open house (picture flyers with monthly payment and expense breakdown)
- Negotiate residential, Income Purchase agreements for 1-4 Units
- Maintain and manage clients investments, select tenants base on income, application history
- Quarterly inventory calculations of cost and expense break down
- Check market conditions and new legal updates changes on a weekly base

2003-1995 C-21 American Realty: City of **Downey**

- Selling foreclosures to investors in a down market
- First time home buyers programs, buyer pre-qualification base on income and tax returns

- Estimating buyers net sheet on their purchase.
- Review, Explain escrow instructions, loan documentation prior to client signing
- Advertising, Newspaper, home magazines obtain leads, do follow-ups, established sales
- Finding investments for investors on cash purchases
- City Halls, Research substandard notices, pre-sale reports, existing permits on record

1995-1994 C-21 Cornerstone: city of **Whittier**

- Prospecting cold calling, offering services to sell their home farm areas door knocking
- Check files and have all required disclosures and documentation in order and signed
- Pre-view homes for prospects buyers set appointment for showings
- Court Auction Estates, Research case files, estate names, over/bid price and date of sale

1994-1993 Latin Atlantic Realty: city of **East L.A.**

- Helping owners in refinance to lower their monthly payment, explain fill out application
- Call past clients offer services, send letters, fliers, business cards, informational programs
- Public Auctions, Provide to buyers/investors explain brochure terms, rules and date

1993-1991 C-21 Casablanca: city of **Maywood**

- Going door to door offering services
- Answer question in the Hispanic community offer, explain the procedure to owning a home
- Professional Networking, Exchange information among agents and brokers

PROFESSIONAL AFFILIATION:

- **1992 TO PRESENT:** National Association Of Realtors and California Association Of Realtors
- **Current-1995** Downey Board Of Realtors

EDUCATION:

Cerritos College

- **2003 MORTGAGE BROKER COURSE**
- **1997 MICROSOFT OFFICE APPLICATION**

East Los Angeles College

- **1997 PROPERTY MANAGEMENT STRATEGIES**
- **1995 ESCROW PRINCIPAL COURSE**
- **1995 REAL ESTATE ECONOMIC COURSE**
- **1994 REAL ESTATE APPRAISAL # 1**
- **1994 REAL ESTATE APPRAISAL # 2**

MEXICO:

- 1987-1983 Attended school in Mexico

AWARDS:

- **1997** Certificate of Achievement, MILLION DOLLAR CLUB. C-21 American Realty in July
- **1996** Corporation Centurion Award for sales over 5 million dollars
- **1996** Top ten sales associate: Los Angeles/ South Bay/ San Gabriel Region. 3 place for July.
- **1996** C-21 American Realty Top Producer award
- **1996** C-21 American Realty Master Club Qualifier, certificate of achievement
- **1992** C-21 Casablanca Realty Top Listing Agent month of January