

Tambria M. Peeples, MBA

PROFESSIONAL SUMMARY

- 4.5 years real estate experience
- 7 years of teaching experience with special needs, Individual Education Programs (IEP) and English as a Second Language (ESL) students.
- 5 years in the non-profit management
- More than two decades of marketing and public relations experience
- Good written, oral and verbal communication and presentation skills
- Proficiency with: MAC, MS Word, MS PowerPoint, MS Excel, MS Publisher, Quarkxpress, Adobe Pagemaker and Salesforce
- Basic graphic design abilities
- Experience writing proposals, grants and preparing sponsorship packages
- Excellent writing and editing skills. I've been published in a host of local and national newspapers, magazines and online publications
- Strong communication skills which has been fortified through Toastmasters, seminars, training and public speaking
- Deadline oriented with strong organizational and multitasking skills
- Extensive knowledge of current industry trends and evolution

Classroom/Instructor Experience

WILLIS MITCHELL & ASSOCIATES REALTY LLC

(May 2019 – Present)

LICENSED REAL ESTATE AGENT

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
- Manage property auctions or exchanges
- Maintain and update listings of available properties
- Cooperate with appraisers, escrow companies, lenders and home inspectors
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services
- Remain knowledgeable about real estate markets and best practices

Kulea For Community, Inc., Lithonia, GA (10/2021 – Present)

EXECUTIVE DIRECTOR/HUD Housing Counselor

- Facilitate finance and budget workshops for youths in public and private school settings
- Ongoing mentoring in select DeKalb and Cobb County schools
- Administer adult counseling courses to include: credit improvement, first time home buyer, finance and budgeting
- Research and develop curriculum
- Carry out the mission of the organization by overseeing day-to-day activities, maintaining operational budget, improving performance, developing organizational culture, reporting on

revenue, and directing organizational strategy. While also organizing and implementing affordable housing focused workshops, counseling and events.

STEM DAYCARE CENTER/ACADEMY

Clarkston, GA

K-8 Director (Summer camp/Afterschool Program)

(5/2022 – Present)

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- Assist board to implement behavioral management plans, strategies for academic support, as well as social and emotional skills
 - IEP tutoring, mentoring, behavioral aid and documented education process and deescalate behavioral concerns
 - Organized inaugural STEM summer camp program and following school year
 - Research and developed curriculum
 - Supervise summer camp and train teachers

INTERNATIONAL ACADEMY OF SMYRNA

Atlanta, GA

FOURTH GRADE TEACHER

(8/2015 – 6/2016)

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- Assist administration to deescalate behavioral concerns
 - Plan, prepare and deliver instructional activities that facilitate active learning experiences
 - Develop schemes of work and lesson plans for students with special needs, Individual Education Programs (IEP) and English as a Second Language (ESL)
 - Establish and communicate clear objectives for all learning activities
 - Prepare classroom for class activities
 - Provide a variety of learning materials and resources for use in educational activities
 - Identify and select different instructional resources and methods to meet student's; varying needs
 - Instruct and monitor students in the use of learning materials and equipment
 - Use relevant technology to support instruction
 - Observe and evaluate student's performance and development
 - Encourage and monitor the progress of individual students
 - Maintain accurate and complete records of student's; progress and development
 - Update records as required by law, district policies and school regulations

EVEREST COLLEGE PHOENIX

Santa Ana, CA

ADJUNCT PROFESSOR (ONLINE)

(10/2013 – 6/2016)

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- Teach marketing and business classes
 - Follow pre-developed curriculum
 - Lead, encourage and foster class discussions
 - Grade weekly written and discussion assignments
 - Focus on retention to see students through the class and their degree

ATLANTA PREPARATORY ACADEMY

Atlanta, GA

MEDIA CENTER SPECIALIST/PARENT LIAISON

(8/2012 – 6/2014)

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- Assist administration to deescalate behavioral concerns
 - Collaborate with teachers to assess student technology and literacy skills and then integrate lessons into the common core curriculum
 - Analyze and build a resource collection to meet curriculum, teacher and student information needs
 - Converse with parents and teachers about Internet safety and digital citizenship
 - Provide instructional technology professional development for teachers; building technology leader
 - Increase parental involvement by: Planning and implementing strategic events and workshops, developing an

organized parent volunteer system, enhancing the school's brand via social networking, event collateral and website

- Work with 500 students grades kindergarten – 8th grade in traditional setting supporting teachers with curriculum enhancements

NEW HORIZONS COMMUNITY CHARTER SCHOOL
KINDERGARTEN/1ST GRADE TEACHER

Newark, NJ
(6/2002 – 6/2004)

- Developed innovative lesson plans based upon approved curriculum for 25 students in a traditional classroom setting
- Maintained classroom management and assist administration to deescalate behavioral concerns

Business & Marketing Experience

Willis Mitchell & Associates Realty LLC, Fayetteville, GA (05/2019 – Present)

LICENSED REAL ESTATE AGENT

Implement strategic marketing strategies for commercial and business property owners to attract potential buyers and renters. Advise clients about market conditions, conduct walkthroughs, and provide guidance and assistance through the process of buying, selling, or leasing properties. Awarded Rookie of the Year 2020 by the DeKalb Association of Realtors.

iHeartMedia, Atlanta, GA (5/2018 - 5/2019)

TRAFFIC ANCHOR/PRODUCER

Provide timely and useful information to commuters planning their drives to and from work, as well as to those already en route by maintaining contact with external sources of information or by observing traffic from air or land vehicles. Announce the latest accidents and traffic delays. Read traffic reports, commercials and public service messages to listeners on the radio from a variety of in-take sources; canvass local, state and national traffic news to determine significance and prioritization. Identify, research, and create copy regarding traffic to feature during on-air shift; finalize content using digital audio editing software.

Pamela Mitchell Jones Foundation, Inc., Atlanta, GA (12/2009 – 12/2012)

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

Develop and implement public relations and marketing strategies for fundraisers, build and maintain relationships with donors and community partners and design attractive presentations for sponsors and partnerships. Responsible for achieving donation goals through successful cultivation and implementation of strategies for branding, marketing plans and promotional campaigns.

The Bethlehem Center, Chattanooga, TN (2/2006 – 4/2007)

PUBLIC/MEDIA RELATIONS DIRECTOR

Generated local media attention for fundraising events and ongoing publicity endeavors. Negotiated story placement, interviews and cross promotional opportunities with local media. Assisted with press/media kit development and authored/distributed press releases.

Education

- **Licensed Real Estate Agent (GA), March 2019**
Atlanta Partners Real Estate School – Keller Williams Atlanta, GA

- Degree Seeking: **PhD - Community College Leadership**, June 2013-Present
Walden University, Atlanta, GA
- **Master of Business Administration (MBA) - Marketing**, June 2012
Keller Graduate School of Management, Atlanta, GA
- **Bachelor of Arts (BA) - English and Journalism**, June 1997
Georgia State University, Atlanta, GA

Awards/Certifications/Licenses

DeKalb Association of Realtors Rookie of the Year (2020)
Georgia Real Estate License (2019 - Present)
State of Georgia Alternative Teacher Certification (2012 - 2014)
Nonprofit Board Member Certification – United Way (2008)
State of New Jersey Teacher Certification (2002 – 2003)

Professional Affiliations

Member- Empire Board of Realtist (2021 -- Present)
Member -- National Association of Realtors (2019 -- Present)
Member -- DeKalb Association of Realtors (2019 -- Present)
Member – National Black MBA Association (2012 – Present)
Member – Toastmasters International (2008 – 2012)
Member – National Association of Black Journalists (2000 – Present)

Technical Skills

MS Office 2007/2010 (Word, Excel, PowerPoint, Access, Outlook)
Adobe Creative Products: Premier, Photoshop, Audition and more. . .
Type: 90 wpm