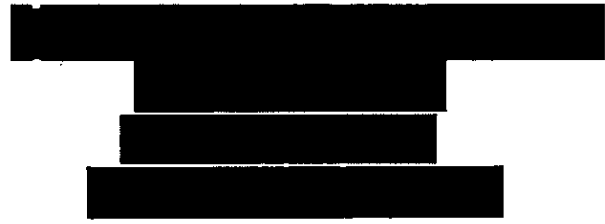


JUDGE ROBERT J. KERN
Senior District Judge



United States Courts
Southern District of Texas
FILED

AUG 16 2024

Nathan Ochsner, Clerk of Court

Robert J. Kern, District Judge from Ft. Bend County, Texas, elected from 1999 to 2012, and sitting as an assigned Senior District Judge throughout Texas from 2013 to present. Perform Umpire Assignments, mediations and arbitrations

Heavy experience in family law and experienced in civil trial law and in non-capital criminal cases. Conduct mediations and arbitrations with 95%+ settlement rate. Also conduct Court ordered umpire assignments on insurance claims.

BAR ADMISSIONS

Admitted to bar, Texas 1968; also admitted to practice before U. S. District Courts of Southern and Western Districts of Texas before assuming the bench.

PREPARATORY AND LEGAL EDUCATION

University of Texas 1961-67, college of business and law school; Post Graduate: University of Nevada at Reno, Advanced Advocacy College, 1979 and George Mason University School of Law, 2010 (law and economics).

CERTIFICATIONS

Board Certified Family Law, Texas Board of Legal Specialization 1975 and re-certified each five years thereafter (one of the original Board Certified Attorneys); Advisory Director Texas Board of Legal Specialization, Family Law, 2006-12; Certified in Family and Juvenile Jurisprudence, Texas College for Judicial Studies 2006 to 2016.

JUDICIAL EXPERIENCE

Judge of the 387th District Court, Ft. Bend County, September 1999 to December 31, 2012. Appointed by Governor George W. Bush to the new Court 1999, elected to full terms in 2000, 2004 and 2008, without opposition. The 387th is a general jurisdiction District Court with an emphasis on family law.

Senior District Judge since January 1, 2013 trying family, civil and criminal cases throughout central and Southeast Texas

Administrative experience as a member of Fort Bend County Self Representation Committee, Council of Judges, Board of District Judges, Juvenile Board, CSCD (adult probation board), Purchasing Board, Chair Courthouse Security Committee, until December 31, 2012; Presiding Local Administrative District Judge 2002-4.

Director, Judicial Section, State Bar of Texas 2011-14. Keynote speaker, U. S. Citizenship Naturalization Ceremony July 20, 2011.

PROFESSIONAL MEMBERSHIPS AND AWARDS

Gulf Coast Family Law Specialists, 1975 to present, founding member, four term director, received 2012 David Gibson Award for professionalism; State Bar of Texas, 1968 to present; Burta Raborn Inn of Court, Master 2000 to 2013, received 2012 Mentor of the Year Award; Recognized by Child Advocates at 2012 State Conference for outstanding contribution in preventing child abuse and for jointly, with wife, creating Fort Bend County Child Advocates.

Fort Bend County Bar Association 1989 to present, received 2006 award for Outstanding Service on Bench-Bar Committee and regular cle speaker; Family Law Tactics Director, 1980-present, received both Founders Award and Lifetime Achievement Award; Texas Academy of Family Law Specialists 1999 to present. Former member Houston Bar Association, Unauthorized Practice of Law Committee, Speakers Committee and 2 term Director of Family Law Section.

LEGAL EXPERIENCE

Practiced civil and family law for 31 years before assuming the bench. AV rated by Martindale-Hubbell; licensed in all Texas State Courts as well as two Federal Courts.

CONTINUING PROFESSIONAL INVOLVEMENT

Houston Volunteer Lawyers Program, Houston Bar Association 1992 to 99, adviser and speaker; Fort Bend County Bar Association speaker, most recently May 2013; State Bar of Texas Advanced Family Law Course, speaker and panel member; Attended more than 30 Advanced Family Law Courses since 1975; taught "Friday Afternoon in the 387th District Court" CLE programs 1999 to 2007; Fort Bend Lawyers Care, contributor, speaker and supporter; College of the State Bar member 2002 to 2016, accumulating more than 3,000 hours CLE; Burta Raborn Inn of Court presenter, recently "Boots and Wigs" with English Barrister comparing family law practice in Texas and England and October 2012 team presentation on professionalism.

PERSONAL

Married to Suzanne, 3 living children, one deceased, and 8 grandchildren; President Exchange Club of Sugar Land 2013-14; member and Sunday school teacher 1st United Methodist Church Sugar Land; active rancher and collector of vintage automobiles.

Looking forward to staying active as a Senior District Judge, mediating and arbitrating and umpiring insurance disputes.

WAYNE J. MALLIA

Galveston, TX 77550 | [REDACTED] | [REDACTED]
www.linkedin.com/in/wayne-j-mallia;

Qualifications for... MEDIATOR AND ARBITRATOR

Highly experienced jurist as a District Court Judge for 18 years presiding over civil and criminal cases. Mediator, insurance umpire, versatile litigator and with an impeccable career practicing Texas law. Presided over more than 7000 felony criminal cases and more than 4000 civil cases.

Maintained a solid reputation as a fair, hardworking and conscientious judge; known for treating everyone with dignity and respect. Efficiently managed both a civil and criminal docket. Founded and implemented new programs to improve our criminal justice system by applying an innovative and independent perspective.

"Wayne has served as a highly respected trial judge for 16 years presiding over felony criminal and civil cases. I have had the pleasure of practicing before him over these years. Wayne is tremendously well liked and is universally regarded as fair, organized, hard-working and smart. He is always courteous to the parties and attorneys who appear before him. He runs a very user friendly but efficient court as well." The Honorable Michael J. Guarino

Additional qualifications and strengths:

- ✓ Prolific attorney – efficiently managed high caseloads and maintained an excellent conviction and appellate track record as a trial attorney through organizational skills, meticulous preparation and winning trial strategies.

"I have had the privilege to practice in Judge Mallia's court, and I have always found that he handled his docket with fairness and efficiency. Wayne has the perfect temperament to serve our Judiciary. He is thoughtful, wise, respectful, and decisive. Judge Mallia has always been a gentleman and courteous to all litigants, both parties and attorneys."
E.A. "Trey" Apffel, II-State Bar of Texas Executive Director

- ✓ Highly skilled and sought-after mediator, public speaker, trainer and negotiator with extensive experience in both professional and community settings.
- ✓ Even temperament and interpersonal skills required to interface effectively with a wide range of personality types.

EDUCATION AND CREDENTIALS

J.D.: St. Mary's School of Law, San Antonio, TX

- Interned for Bexar County DA's Office for Chief of Intake Section and Chief of Grand Jury Section

BA, Psychology; Speech Communication concentration: University of Texas at Austin

Texas State Bar

Credentialed Mediator, Texas Mediator Credentialing Association

Professional Memberships:

- The State Bar of Texas
- The Galveston County Bar Association – Past Board Member / Treasurer
- The Brazoria County Bar Association
- The Galveston County Mediators Association
- The Texas Mediator Credentialing Association
- The Texas Association of Mediators

WAYNE J. MALLIA | PAGE 2**CAREER TRACK**THE STATE OF TEXAS – Galveston County, TX2001 to Present**Senior District Court Judge • 2013 to Present****District Court Judge, 405th District • 2001 to 2012**

Elected as first judge of the newly created 405th District Court. Served for 12 years before becoming Senior District Court Judge with visiting judge assignments in Harris, Galveston, Montgomery and Brazoria Counties, hearing felony criminal and civil cases. Frequently invited back to courts based on temperament, knowledge of the law, work ethic, and ability to adapt to the unique policies/procedures of each court and county. Deliver presentations to professional associations. Supervise court coordinators, court reporter and clerks. **Highlights:**

- Presided over 11,000+ civil and criminal cases, including complex cases in oil and gas, employment law, partnerships and contracts, maintaining an excellent reputation as a “fair and consistent jurist.”
- Founded Galveston County’s first specialty court – S.T.E.P. (Sanctions Toward Effective Probation), which laid the groundwork for a subsequent Drug Court and Veteran’s Court, saving money with no cost to the county.
- Elected by peers to chair committee charged with launching the first Galveston County Drug Court.
- Conducted training sessions on Domestic Violence in Advanced Family Law Mediation trainings, which were videotaped and adopted for use at all future trainings.

MALLIA MEDIATION & ARBITRATION – Galveston, TX2013 to Present**Mediator**

Conduct mediations to help settle lawsuits and avoid trial. Perform insurance umpire work.

- **Conducted 50+ mediations (275+ hours) to date**, from non-complex (car accident injury cases) to very complex cases including contract and insurance cases.

THE GALVESTON COUNTY CRIMINAL DISTRICT ATTORNEY’S OFFICE – Galveston, TX1987 to 2000**First Assistant Criminal District Attorney • 1992 to 2000****Assistant Criminal District Attorney – Felony Section • 1989 to 1992****Assistant Criminal District Attorney – Chief of Misdemeanor Section • 1988****Assistant Criminal District Attorney • 1987**

Promoted to the highest appointed position in the D.A.’s office, supervising 27 attorneys in the Felony, Misdemeanor, Appellate and Family Law sections. Prosecuted the most serious and high-profile cases – tried complex cases involving extensive and thorough research and preparation and negotiated resolutions and plea bargains. Co-managed D.A.’s office – defined and implemented policies, conducted performance evaluations, and ensured proper training of attorneys. Represented D.A.’s office to the media and the community, including providing presentations to associations and citizen groups and training sessions for law enforcement agencies.

Highlights:

- Efficiently managed caseloads of 30 to 200+, achieving or exceeding all expectations. Tried more than 65 felony jury cases, including 22 murder/capital murder cases with an excellent conviction and appellate track record.
- Initiated, developed and implemented several programs to improve office operations, including first-ever performance evaluations for assistant D.A.s and a county-wide probable cause finding system to comply with case law requirements used for subsequent statutory requirements.

ADDITIONAL INFORMATION**Some Volunteerism and Civic Board memberships:**

- Youth baseball coach (7 years)
- President, O’Connell College Preparatory School Board (since 2009)
- Founder and advisory board member, Teen Court in Galveston, TX
- Former board of directors and President, Operation D.A.R.E., Galveston, TX
- Former board of directors, Women’s Resource and Crisis Center of Galveston, TX

JUDGE JOHN T. WOOLDRIDGE
SENIOR JUDGE, MEDIATOR, ARBITRATOR
1940 FOUNTAIN VIEW DRIVE #269
HOUSTON, TX 77057

TELEPHONE: [REDACTED] | WEB: WWW.JUDGEWOOLDRIDGE.COM | EMAIL: [REDACTED]

Judge John T. Wooldridge obtained his Master of Laws (LL.M.) in Admiralty Degree from Tulane Law School, his Juris Doctor (J.D.) Degree from St. Mary's University School of Law and his Bachelor of Fine Arts (B.F.A.) Degree from Texas Christian University.

Judge Wooldridge is a Senior Judge and currently serves as a Visiting Judge in Texas State Courts and has a domestic and international mediation and arbitration practice. He is an arbitration panelist with the AAA, JWA, DSI and served by selection with ICC and JAMS. He is a former Presiding Judge, 269th Judicial District Court, Harris County, Texas and a former United States Military Judge with the Navy-Marine Corps Trial Judiciary. Judge Wooldridge has over twenty years of judicial service and has presided over numerous Civil, Criminal and Family Law cases. He has also served as a Special Judge and as a Special Master in the District Courts and Umpire in insurance claims disputes. Judge Wooldridge's professional career has included service as Senior Corporate Counsel with two multi-national domestic and international offshore drilling services companies, a partner with a Houston law firm, concentrating in civil litigation, Admiralty and Maritime Law and he had a mediation practice prior to his appointment to the Court. He was an Adjunct Professor of Law at South Texas College of Law, Houston, Texas, teaching courses on Maritime Personal Injury and Advanced Civil Pre-trial Advocacy.

Judge Wooldridge was admitted to the State Bar of Texas in 1987 and has been admitted to practice before the U.S. Supreme Court, U.S. Court of Appeals for the Armed Forces, U.S. Court of Appeals, Fifth Circuit, U.S. District Court, Southern District of Texas and all Courts of the State of Texas. He is a Life Fellow of the Texas Bar Foundation and the Houston Bar Foundation. Judge Wooldridge authored a Law Journal Article in the Journal of Maritime Law and Commerce titled, "Barratry by Exceeding the Navigational Limit of the Insurance Policy." He also has numerous articles and seminar presentations.

Judge Wooldridge is a Captain (O6), United States Navy, Judge Advocate General's Corps, retired after 30 years of military service. He served on active duty during Operations Desert Shield and Desert Storm (Gulf War I). His significant assignments include service as Appellate Defense Counsel, Appellate Defense Division; Force Inspector General and Assistant Force Judge Advocate, Commander, U.S. Naval Forces, Japan; Executive Officer and General Courts-Martial Military Judge, Navy-Marine Corps Trial Judiciary; Commanding Officer, Region Legal Service Office, Europe, Africa and Southwest Asia; and Senior Military Justice Officer, Region Legal Service Office, Hawaii. Captain Wooldridge was recalled to active duty in 2008 for service during Operation Enduring Freedom and was assigned as Legal Counsel with the Office for the Administrative Review of the Detention of Enemy Combatants, U.S. Navy Base, Guantanamo Bay, Cuba.

Judge Wooldridge serves on the Board of Directors of The Ralph A. Johnston Foundation for charitable purposes and has served on the Advisory Board of Directors of the University of Texas Parents' Association, served as a member of the Board of Trustees of Texas Christian University, Fort Worth, Texas, Board of Trustees of Episcopal High School, Bellaire, Texas, and the Advisory Board of Directors of The Oaks at Briargrove School, Houston, Texas. His professional and military honors include the Navy's Meritorious Service Medal (Three Awards), Navy Commendation Medal (Two Awards), Navy Achievement Medal, National Defense Service Medal (with Bronze Star), Global War on Terrorism Service Medal, and the Armed Forces Reserve Medal. He is the recipient of the United States Department of Justice, Award for Public Service, the Profile In Professionalism, from the Houston Bar Association, the Ernst John Watts Memorial Scholarship Award, for Capital Litigation, from the National Judicial College and has been recognized by Houstonia Magazine as a Top Lawyer in 2020.

Judge and Mrs. Wooldridge reside in Houston, Texas. They have four children. Judge and Mrs. Wooldridge are members of St. Martin's Episcopal Church, where Judge Wooldridge serves on the Vestry and is a Eucharistic Lay Minister.

Perry Turner

3315 Sky Run Court, Missouri City, TX 77459 | (281) 300-3778 | pertur@msn.com

Objective: Seeking an opportunity to maximize my skills in insurance claims and construction, with the opportunity to make a difference for the company and lives of others.

EDUCATION

University of Arkansas at Pine Bluff, May 1980
B.A. in Political Science

PROFESSIONAL EXPERIENCE

Farmers Insurance Group, Houston, TX February 1985 – February 1996

Property Claims Adjuster

Inspect, negotiate and settle insurance property claims. Prepared Xactimate estimates, statements of losses and letters for all payments using Xactimate and other token documents. Resolved complex claims issues with attorneys, engineers, contractors and Public Adjusters. Specialized in foundation claims.

Nationwide Insurance, Houston, TX February 1996 – February 1998

Property Claims Adjuster

Inspect, negotiate and settle insurance property claims. Prepared Xactimate estimates, statements of losses and letters for all payments using Xactimate and other token documents. Resolved complex claims issues with attorneys, engineers, contractors and Public Adjusters. Specialized in foundation claims.

IAS Claim Services, Houston, TX February 1998 – August 2004

Property Claims Adjuster

Inspect, negotiate and settle insurance property claims. Prepared Xactimate estimates, statements of losses and letters for all payments using Xactimate and other token documents. Resolved complex claims issues with attorneys, engineers, contractors and Public Adjusters. Specialized in foundation claims.

Independent Claims Adjuster August 2006 – June 2006

Property Claims Adjuster

Deployed to catastrophe sites around the country for weeks at a time to assist other branch offices in the organization with increased claim volume. Also assessed residential and commercial property damage during catastrophic events. Compiled computer generated estimates as they relate to damages and negotiated pricing with contractors, homeowners and public adjusters.

ABC Restoration, Houston, TX June 2006 – August 2008

Construction Estimator

Wrote estimates for commercial and residential projects; Reviewed, revised and settled estimates with potential Customers; Prepared contract agreements between company and customers; Used Xactimate estimating software To complete structural damage cost.

Independent Claims Adjuster August 2008 – December 2013

Property Claims Adjuster

Performed services for Texas Wind Storm Association and State Farm through Prime Consulting Group. Also Performed work for Texas Fair Plan through Jones Consulting Group. Inspect, negotiate, and settle homeowners and Commercial claims. Handled claims arising from hurricanes, wind, hail, and lightning. Wrote construction Estimates using Xactimate.

Darling Homes November 2013 – February 2016

New Home Sales Associate

Greet prospective buyers and answer questions related to new home plans. Take buyers to view inventory Homes and lots. Prepare contracts, assist with interior and exterior selections. Make brochures and create

MLS Listings.

Independent Claims Adjuster

February 2016 – January 2022

Property Claims Adjuster

Inspect, negotiate and settle insurance property claims. Prepared Xactimate estimates, statements of losses and letters for all payments using Xactimate and other token documents. Resolved complex claims issues with attorneys, engineers, contractors and Public Adjusters.

CIS Claim Services

January 2022 – to Present

Property Claims Adjuster

Inspect, negotiate and settle insurance property claims. Prepared Xactimate estimates, statements of losses and letters for all payments using Xactimate and other token documents. Resolved complex claims issues with attorneys, engineers, contractors and Public Adjusters. Appraiser for the carrier. Reviewed settlement estimates, met with appraisers for the insured to settle disputes over settlement estimates. Used Xactimate as a tool to reach an agreement over the disputed estimate.

Independent Appraiser

January 2017 – to Present

Insurance Appraiser

Appraised residential and commercial properties, determined insurance values and repair cost

Conducted detailed damage inspections and prepared accurate appraisal reports.

Worked with policyholders, agents, and contractors to resolve claims and answer inquiries.

Ensured appraisals met industry standards and legal requirements.

Estimated repair cost and negotiated with service providers to ensure fair pricing

Managed and resolved claim disputes to maintain customer satisfaction.

Licenses

TX P&C License

NFIP Certification

TX Life License

References available upon request.

Bryon A. Parffrey, M.A. Ed.
Management & Leadership
2610 Tudor Manor Houston, Texas 77082
281-782-7966 Cell or 281-558-4100
BRYONAPARFFREYLLC@yahoo.com

Objective

Summary

Project & Program Manager, Mold Manager, Leadership, CEO or VP, Trainer, Marketing, Sales, Leader with diverse background in professional business operations, Speaker, Training and Operations Manager, seeks to obtain a position wherein I may utilize my vast experience in Management, Leadership, Training & Motivation, Instructional Design, LMS, Promotions, & Negotiations, to contribute to the success of business productions, profits and people. Leader in Management, Marketing, Training, Projects and Construction Commercial and Residential.

- ❖ Coordinate and manage projects and oversee quality assurances and controls, specializing in staffing, on-site quality assurance, inspections & controls, contract negotiations, budgeting/finance and cost control, media buyers direct for Radio and TV shows gaining in target market share
- ❖ Provide consulting of business start-up, financial institutions and property & project management
- ❖ Established and developed a successful \$2.7 million business within three years
- ❖ Gained experience as a Corporate Technical Trainer in Quality, Safety, and Plant Operations within the Nuclear Power Industry (awarded trainer certification for plant with 5,000 new hires)
- ❖ Characterized by many as an assertive and enthusiastic team leader, who is highly results-oriented and effective in training, development, and motivation. IECC/ICC Preferred Code Trainer School
- ❖ Maintains high ethical business standards (awarded Accredited Better Business Bureau Status)
- ❖ Hired as Talent and Endorsed Spokesperson for Products and Services of various companies
- ❖ Reduced expenses in rising fuel cost by 75%, developed and converted to Bio Fuel for operations. *Highly self motivated & diverse certified in various positions, interest in Solar, alternative energy for homes & business.* Expertise: Training, Motivational Speaker, Leader. Reliant Trade show speaker.

Professional Achievements

- President / Project Manager /Trainer/Educator & Inspector/Leadership/Mentor**
- 1984 – Present **Builders Academy, Homebuilding, Consulting & Educational Services.** Houston, TX
B. A. Contracting Services, Inc. Building and Remodeling Homes and Commercial Buildings
Managed 100's of subcontractors, suppliers, vendors, and coordinated entire home building projects from estimates to on site consultation, supervision to reality and successful build. Earned Awarded in Customer Service by winning the Better Business Bureau Award for high standards.
- Performed as Project Manager/Builder Onsite Manager of \$125,000 - \$10.5 million dollar homes throughout the Houston area, providing project management coordination, logistics and complete oversight management, water restoration, work with remediation companies and flood and mold in homes, training, quality assurance, coordination of trades, financing, and purchasing of materials in a timely and effective manner. VIP Inspector Texas Insurance. Remodeled and restored flood wind and wind driven rain and hail damaged homes.
 - Assisted independent owner-builders consulting them how to build their own homes, protecting the bottom line for homeowners and training them how to build and negotiate with subcontractors and create schedules. Successful candidates further advanced to become Professional Builders.
 - Live Talk Radio host Houston 17 years, San Antonio, Austin, Dallas, various radio stations throughout Texas
 - Assisted in motivating, promoting developing and generating various talk shows today on air.
 - Established a full-service contracting firm providing high-end renovation, quality repair, and "make-ready" positioning of residential and commercial / multi-family properties, including full market analysis, bid/proposals, submittals, and project coordinating for a large account base of financial institutions. Organized, directed subcontractor force, hired project crews administered budgets, materials planning, and project cost controls.
 - Author of the book, and periodicals and newsletters, as well as various articles in Trade magazines.
 - Developed 5 Educational DVDS 2 hours each and 10,000 slide shows captioned and voiced over.

- Provided extensive on site quality assurance and control from concrete testing and make up to electrical, plumbing, and all other major water damage repairs, components of building healthy homes. Tear down of home with water damage and Asbestos and Hazardous materials. Called upon to be Expert witness.
- Coordinated trades, negotiations and schedules within banking requirements to be completed in timely manner
- Designed a healthy home HVAC Package
- Customer Service Award BBB
- Directed, edited films, commercials and web sites & media and various promotional materials for trade shows

**Builders Academy, ® Inc. Marketing Education Program, Development & Training
Education Center: President and Trainer of Texas State-approved Trade School**

1994-Present: Successfully Sold % of Business School for Owner Builders, Builders and State Licensed Professional Inspectors and Realtors. ISD, ADDIE, and complete State Approved course designs. Veterans Administration Approval of our Programs and Courses and Career Training for Veterans Veterans Job placement and career development assistance and on the job training
Developed a school for building from the ground up, including classes and lessons on Home Building, and Inspections that are TREC (Texas Real Estate Commission) approved courses.
Taught owners to build for themselves and to become Professional Builders and Professional Inspectors. Training includes programs on site, in class and home study programs online.
Authored, developed, and marketed in stores an online home study training program, which included 2 hour long each DVD's of Foundation, Frame, and Green Energy Building; also included were a 300 page textbook and booklets and guides relating to those topics.
Recruited students and managed classrooms (often as large as 84 students) for 6 week intervals along with one part time assistant. Served as an educational speaker at home and trade shows, as well as trained individuals and groups on the subject matter. Trade show lectures 100 plus, Radio audience over 25,000 ratings.
Developed and produced live TV spots as well as a 30-minute TV show that aired on various Houston channels.
Developed a live radio show (has aired live weekly for 16 years) based on interaction with guests and audience. During this time, also trained others to become radio hosts and develop their radio programs
Developed and marketed billboard campaign
Recruited sponsorships in excess of over \$400,000 per year, for various 2 live hour radio show.
Promoted sponsors live on air and various guest on show from suppliers-contractors, to legislators and consumers
Developed company logos, trademarks, and copyright protections and website listings and advancements
Assisted in changing Texas homebuilding laws, House Bill 204b, and the current Sunset Committee
Successfully developed impromptu shows with quick thinking and fast paced environment live on air
Highly effective communicator and coordinator, media buyer. Guest Speaker, Product Endorser
Accredited by BBB for high professional standards and exceptional work ethics, Received award BBB

Lone Star Community College 2005-2014

Lone Star College has invested in my educational programs teaching Adult Education and CE courses in class, on line, onsite and thru my developed materials and educational program.
Recruited by various Community Colleges to assist in CE credits and Programs.

**INSTRUCTOR/Course Developer and Project Manager for the Owner Builder Programs
1992 – 1996 Houston Community College, Houston, TX**

- Responsible for developing and designing computerized daily handouts and instructional materials which included the presentation and creation of 10K slides demonstrating a step-by-step process of home building and project management and inspections.
- Provided supervision and construction consulting for professionals and home owners for building their own homes including on-site consulting, quality assurance, management oversight, and turnkey building from

ground to completion.

- Responsible for redesigning, streamlining, and training instructors using desktop publishing programs for the home building program. Previously instruction by the radio and television personality, Tom Tynan, led to my hiring and training by Tom Tynan, wherein I took over responsibility of training new students and programs.
- Elected as guest speaker for the Houston Homebuilder's Show for Houston Community College
- Designed and instructed Project Management courses for professionals
- Programs in Home Building and Real Estate & Professional Inspectors & Energy Audits and Commercial

TDA Texas Department of Agriculture Approved School and Teacher Certified Applicator and Instructor for WDO (Wood Destroying Organisms and Structural pest control) WDI (Wood Destroying Insects)

5 years' experience Apprentice to Technician to Certified Applicator to School and Inspector

President, Better Attended Properties, Real Estate Brokerage firm

1987 – Present **Better Attended Properties**, Bryon A. Parffrey Real Estate Brokerage Houston, TX

- Directed the business operations, marketing, project coordinating and profit center of a Property Management Brokerage firm which achieved over \$1 million in annual revenues within the first two years of start-up.
- Developed a portfolio of foreclosure listings through banks, mortgage companies, S&L's, real estate agents, a full-time assistant property manager, and an office staff. Originated marketing plans, financial forecasts, P&L analysis and appraisal functions to maximize market value of properties.
- Maintained proven high standards, obtaining an exemplary status with the Better Business Bureau. Marketing Consultant & Lease Specialist

1983 – 1985 **Intermark Realty Services**, Houston, TX.

- Brokered and leased residential properties, directed project development and new marketing programs for a realty and property management company which expanded to over 50 agents in 1984.
- Expanded company's market share and profit by initializing a leasing program. Achieved the top sales group 7 consecutive months, and personally generated 33 home leases in one-month period. Consistently averaged 17 leases per month as well as negotiating home sales contracts.
- Awarded and recognized as a top producer of the year. Successfully expanded lease program by recruiting apartment and condo projects into awarding Intermark the use of on-site leasing offices in various apartment and condominium associations. Subsequently recruited and trained agents.
- Coordinator for project makes readies and closing of Real Estate Transactions and trades completing jobs before closing and Quality Assurance Inspections and consumer relations and satisfaction.

ground to completion.

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Education

Excelled in High school and completed in a 3 year program Chicago, IL.

Joliet Junior College - Associate Degree, Business Management Joliet, IL

Illinois State University – BS. Ed. Business Education, Bloomington Normal, IL

Houston Community College 40 Hours and JJC Graduate 78 Hours

Computers, Networking, IT, Sciences and Educational Psychology

Master in Educational Management Leadership M.A. Collins University 3.19 GPA

University South Dakota, Master’s Credit 18 Hrs. Certified Program Planner (CPP), Online Instructor (COI) Adult Ed. GPA 4.0

NACHI College of Building and Inspecting Homes and Commercial Buildings 120 Ed hours

Lone Star Community College 448 Hours in Building and Inspection Homes

Builders Academy Construction Management Courses 550 Hours and On Site work and Ed.

Proficient in Word, Adobe, Photoshop, Quia, WordPerfect, Excel, QuickBooks, Presentations, Corel, Desktop Publishing, Articulate, Camtasia, Voice Over’s, Videos edits, Film, Web, E Books and various software applications, College credits in Programming in Basic, Paschal, Networking and IT courses. Energy REM Rate Software and various Estimating Programs, ISpring, Moodle and more. Quick learner on startups and new projects and programs. Dedicated to advancement in new technology and software.

Professional Licenses & Certifications

1982 – Present Texas State Teachers Certification, grades 6-12K

1984-Present

Project Manager of B. A. Contracting Services, Inc. Building Remolding Consulting Services

1985 – 2008 Membership and listed in Dunn & Bradstreet & Houston Credit Bureau

1987 – Present Realtor Licensed Professional Broker, Property Management Certificate HAR

1987 – Present National Association of Realtors- Real Estate Broker #0351159

1989 – Present National Association of Securities Dealers, Series 7 Securities Broker License

1989-Present GHBA Greater Houston Builders Association

1990 – 1992 Instructor MLC School –Awarded Teacher Appreciation Certificate

1978-Present CPR certified, Scuba Certified

1984-Present Certified Instructor and Proprietary School State Licensed through TREC

1993-Present Talk show Radio Host Houston, Austin, San Antonio, Dallas and various stations
Live discussions on Building, Remodeling, WDO, WDI, Mold and more

1994-1996 College Computer Coursework Programming and Networking & IT

1994-Present Public Convention Speaker Houston, Astro Dome, Austin, San Antonio

1996-Present Produced & Authored 5 individual two-hour Training Educational DVD's and VHS

2000-Present Written and Developed 4 * 2 hour DVDS and Movies for Consumers and Builders

2000-Present CE credits from various Real Estate & Inspector schools, Tech schools over 1000 CE credits

2005-Present Texas Residential Construction Committee Lic. # 2147 & GHBA member since 1995-2014

2003-Present Water Restoration, Remodel and Build Construction Build outs

2006-Present Professional Inspector #7408 (inspected 2000+ homes and commercial buildings)

2007-Present Green Building Association-Member National Association of Inspectors (NACHI)

2008-Present Rice University, 2008 Green Building Course and Construction of Homes

2008-Present Author Published Book "BUILD ENERGY FFFREE HEALTHY HOMES"
2008-Present Author over 16 Courses Developed State Approved TREC Inspector Courses
2009-Present Spring Branch School District Mentor Program 7th-12th grade youth
2009-Present Infrared-Certified Camera Building Inspector Certification
2009-Present International Indoor Air Quality Certification Specialist IQA Mold Certified
2009-Present Solar Installer Certificated Heat Springs Education Program
2009-Present Master Certified Inspector National Association Certified Home Inspector
2010-Present Better Business Award of Customer Service and Distinction
2012-Present Customer Service Award AAA standing with BBB
2010-Present HERS Home & Commercial Energy Rater & Auditor #1988134 DE 01
2010-Present BPI Building Performance Analyst
2010-Present HVAC Certification International Association of Certified Indoor Air Consultants
2010-Present IECC 2009 Residential & Commercial Energy Certified Licensed IECC.
2012-Present 7 Laws of the Learner Certification SBC
2012-Present American Society Training & Development Membership, ADDIE Model & SAM Webinars
2012-Present PMP Project Management Certificate
2012-Present Microsoft Project Certificate
2012-Present Indoor Air Quality IAQ2 Certified National Certification
2013-Present Master Education Administration Credits S. Dakota University & (LERN)
Certificate Teaching Adults, Building Online Learning Communities, Certified Program
Planner (CPP), Certified Online Instructor (COI). Designing Online Instruction, Contracts.
2013-Present Department of Agriculture Technician TDA Lic. 679529
2013-Present CDEI Certified Distant Education Instructor IDECC
2013-Present VIP Texas Department of Insurance Inspector
2015-Present TDA Apprentice to Tech to Certified Applicator to Approved School
2016-Present Mold Assessment Consultant and Inspector
2017-Present IECC, ICC International Code Council Preferred Trainer and Educator School
2020-Present IOD Inspector On Demand
2020-Present Application Pending as UMPIRE TDI
2020-Present Updating Current Course Work in OSHA 10 Hour, adding Contractor, Fire and ICCRA Classes

20th year live broadcast Radio Host AM700 KSEV Radio on Homebuilding, Commercial and Real Estate

References

Personal & Professional references and licenses #, and work samples are available on request.
Willing to travel 40% and take addition course work when and where needed to achieve goals.
Available for hire as Contract, Consultant, or Employee.

MICHELLE ELKO

5100 Westheimer Rd ST 200, Houston, TX 77056 | (H) 409 289 2858 | michelleelko9@gmail.com

Professional Summary

Proven experience handling and managing the property insurance claim process. Proven experience with Commercial and homeowner claims. Expertise in damage valuation, construction practices and building costs using **Xactimate**. Successfully work with Public Adjusters, Property managers, Attorneys, and investors.

Skills

- Self-motivated
- Strong verbal communication
- Project management
- Team liaison
- Team leadership
- Extremely organized
- Process implementation
- Powerful negotiator
- Conflict resolution
- Property insurance
- Time management
- Negotiation skills
- Conversant in Spanish
- Computer-savvy
- Results-oriented
- Proactive team player
- Driven
- Personable
- Reading Blueprints

Work History

Independent Property Insurance Appraiser 01/2017 to Current
M. L. Appraisals & Inspections – Houston, TX

- Assisted numerous property owners through the appraisal process with very positive results.
- Familiarity with the appraisal process, including appraisal panel meetings with court appointed umpires.
- Proficient in Xactimate estimating software
- Understands the appraisal process, damages, and how to assess and present them in relation to the claim
- Expert damage assessment in Residential and Commercial Properties such as Vina Plaza, BNC Equities (including Timbers, Pecan Square, Monticello, Portofino Landing and Linda Vista.
- Followed up with customers on unresolved issues.
- Evaluated leads obtained through direct referrals, lead databases and cold calling.
- Modeled exceptional customer service skills and appropriate diagnostic sales techniques.

- Reviewed, classified, coded and rated applications.
- Met with prospective customers and business owners in their homes, businesses and other settings.
- Collected, analyzed and validated all agency commissions.
- Calculated premiums and established pay

Entrepreneur/ Business owner/ General Contractor

01/2011 to Current

Premium Foam & Insulation – Houston, TX

- Worked directly with clients and subcontractors.
- Performed initial client assessment and analysis to begin research process.
- Obtained documents, clearances, certificates and approvals from local, state and federal agencies.
- Created boardroom and courtroom multimedia presentations including video and text- sync' d depositions for enhanced understanding.
- Assisted various business groups with document organization and dissemination during acquisitions.

Spray Technician

01/2016 to 12/2016

Trey Industries – Texas City, TX

- Followed company procedures to maintain work environment in a neat and orderly condition.
- Inspected machine parts for conformance to product specifications.
- Responsible for wide variety of duties including, painting, carpentry, installation, building repair and insulation.
- Responsible for equipment maintenance and repair.
- Operated wide variety of equipment including power saws, sanders, grinders, cranes drill press, forklift and basic hand tools.
- Followed standards and procedures to maintain safe work environment.

Roof Inspector

03/2015 to 11/2015

Mike L. Hamilton, Inc. Consultants – Conroe, TX

- Conducted regular inspections on the fire proof roofs, ventilation system and the installation process according to the building code.
- Performed on site inspection of the gutters, blown insulation and sidings.
- Administered the completed work to ensure that it is in compliance with the building and safety codes.
- Prepared documentation for all the installation and inspection work carried.
- Checked for permits to ensure that it meets the requirements of the building code and other specifications.
- Studied and interpreted the complex blueprints and technical specifications.
- Monitored all the construction process of the roofs by investigating any violation and recommended corrective actions for the same.

- Administered all the new plans for the necessary regulations with the building.

Spray Technician, Waterproofing Foreman Estimating

10/2010 to 01/2015

Walton Roofing – Houston, TX

- Repaired and replaced all types of roof membrane, sub roofing, sheathing and base materials.
- Cleaned and maintained roofing systems.
- Maintained and repaired roofing tools and equipment.
- Expanded knowledge of roofing materials, techniques and cost effectiveness.
- Installed high quality roofing systems in the safest and most cost effective manner.
- Applied, repaired, and replaced Spray Polyurethane Foam roofing systems, Single-Ply, and BUR systems.
- Conducted pre-roofing conferences to establish effective communication among construction team.

Spray Technician

08/2009 to 08/2010

- Designated and managed material staging areas.
- Installed high quality roofing systems in the safest and most cost effective manner.
- Maintained job site records, daily reports, delay requests and weather reports.
- Effectively communicated with clients in person and through phone and email.
- Installed, repaired, and replaced SPF roofing systems.
- Inspected problem roofs to determine the best repair procedures.
- Conducted pre-roofing conferences to establish effective communication among construction team.

Education

Associate of Applied Science: Nursing

Alvin Community College - Alvin, TX

Nursing

Associations

Member of National Roofing Contractors Association- NRCA

Member of National Association of Women In Construction - NAWIC

Member of National Women in Roofing- NWR

Certifications

TWIC, OSHA-10, Air Barrier Association of America-ABAA, Basic Plus, First Aid, CPR, Operator

Certificate:(Boom Lift, Scissor lift, Sky track)

Adult Literacy of America Program- Certified Tudor