

Curriculum Vitae

Carlene Johnson ~ CJ'Services Realty

(832) 457-4316

CJServicesRealty@gmail.com

DRE#: 0624659

Certified Divorce Real Estate Expert proficient in handling the sale of real properties and the intricacies involved in Family Law cases.

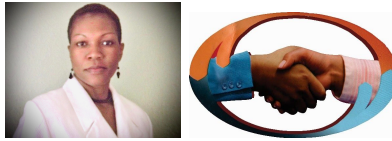
A U.S. Air Force Veteran who utilizes the military, Real Estate, court and corporate experiences, education and credentials, including Certified Divorce Real Estate Expert, to provide the type of Service you want and need.

EDUCATION

- 2020 - VA Loan Certified Real Estate Agent - Certification Received
- 2018 - Divorce Real Estate Institute - Master Course Graduate
- 2018 - Divorce Real Estate Principles - DREI Course Completed
- 2012 to Present - Ethics & Professional Standards - Ongoing Training
- 2012 - Texas Real Estate Salesperson - License Received
- 1989 to 1993 - United States Air Force - Honorable Discharge

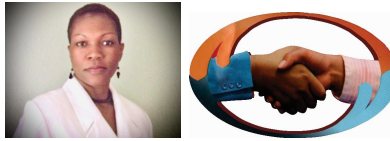
PROFESSIONAL EXPERIENCE

- 2018 to Present - Certified Divorce Real Estate Expert (CDRE)
Houston's first Certified Real Estate Agent equipped with the skills, knowledge, education, experience and training required to effectively communicate with divorcing parties (Sellers) and Family Law Attorneys as a neutral third party Realtor in order to facilitate an effective resolution regarding Real Property issues.
- 2012 to Present - REALTOR - CJ'Services Realty
Experience in buying and selling real property; negotiating contract terms (sales price, repairs, closing costs, etc.) on behalf of sellers and buyers. Interact and negotiate with Real Estate agents, lenders and title representatives on behalf of sellers and buyers. Coordinate showings, inspections, appraisals, etc., on behalf



of sellers and buyers. Prepare, process and submit documents, information and fees required to ensure proper and timely closings.

- 2016 to Present - Certified Notary Signing Agent
- 2014 to Present - Coordinator - CJ'Services *REAL* Transactions
- 2008 to Present - Notary Public
- 2019 to 2020 - Veterans Association of Real Estate Professionals - Houston Texas Chapter Membership Director
- 2011 to 2016 - Mediation Coordinator - CJ'Services *MAC* Services
Schedule mediations for Retired Judges with attorneys and pro se parties. Interact with attorneys and pro se parties regarding services and requirements. Coordinate mediation locations. Ensure required information submitted in a timely manner. Process and submit documents required to ensure proper and timely payment.
- 2006 to 2010 - Family Court Coordinator - Harris County, TX
First Black Female selected by an Elected Family Law Judge to manage court, cases assigned and Judges calendars. Schedule trials and special hearings for Judges. Calendar appointments and events for Judges. Liaison between the Judges, attorneys and the public via telephone and in court. Review documents, type letters, screen and answer calls. Generate trial orders for pending cases, noticing attorneys and parties.
- 2002 to 2006 - Family Court Clerk - Harris County, TX
Prepare, pull and provide daily dockets for pending court cases. Process documents and pleadings filed by Judges, attorneys and litigants. Update information regarding court dates, court orders and case status in JIMS. Ensure documents signed by Judges are processed, entered in JIMS and filed. Provide customer service via telephone and in person.
- 1996 to 1999 - TX Air National Guard - Financial Services Liaison
Provide customer service to military and civilian members. Process payroll documents for over 1,200 Civilian, Active Duty, Reserve and Guard members. Produce reports, conduct audits and submit results to various supervisors.
- 1993 to 1996 - NationsBank - Teller
Assist customers with account questions. Process deposits and withdrawals. Sold monetary instruments and foreign currency. Balance daily activities of tellers and ATM.
- 1989 to 1993 - United States Air Force - Seymour Johnson AFB, Goldsboro, NC



CERTIFICATIONS

- Certified Divorce Real Estate Expert (CDRE)
- VA Loan Certified Real Estate Agent
- Certified Notary Signing Agent
- Real Estate Salesperson
- Notary Public

AWARDS

- Air Force Longevity
- Air Force Outstanding Unit
- Air Force Overseas Tour
- Air Force Training
- Kuwaiti Liberation - *Veteran*

PROFESSIONAL ORGANIZATIONS

- National Association of Divorce Professionals - Member
- Veterans Association of Real Estate Professionals - Houston Texas Chapter Member (Houston Texas Chapter Membership Director 2019 to 2020)
- National Association of Real Estate Professionals - Member
- Houston Association of Realtors - Member
- Texas Association of Realtors - Member
- National Association of Realtors - Member
- Houston Black Real Estate Association - Member
- National Notary Association - Member
- National Association of Professional Women - Member
- National Association of Real Estate Brokers - Women's Council Member