

ALLIE LEVY, CDRE

Certified Divorce Real Estate Expert
Compass
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Licensed in: VA/DC/MD/FL

CURRICULUM VITAE

Allie Levy is devoted to serving the divorce community to the highest ethical and professional standards. Through years of real estate sales, negotiation, and training experience she has built a skillset tailored to seamlessly guiding high-conflict transactions to the closing table. As a pricing specialist, Ms. Levy is ready to use her strategic expertise to ferry her clients through the sales process and support real estate valuations on the witness stand. Having completed the rigorous training from the Illumni Institute, which only accepts the top qualified realtors, Ms. Levy's experience in all levels of real estate transactions allows her to serve the family law community as a Certified Divorce Real Estate Expert.

PROFESSIONAL HISTORY

COMPASS REALTY - ALEXANDRIA, VA

Realtor
2021 to Current

- Reviewed and executed confidential documents, contracts and legally required disclosures to ensure client compliance
- Developed marketing strategies for real estate listings
- Established and maintained a positive flow of communication with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services
- Negotiate the best possible contract for clients
- Work with home inspectors and appraisers to determine any and all actions that need to be taken prior to closing
- Ensure that all terms of the contract are met within strict deadlines

OPTIME REALTY - ARLINGTON, VA

Realtor
2019 - 2021

- Brought personal clients to contribute over \$13 million in volume
- Worked with personal and team clients to ensure transactions are completed to the highest standards
- Assisted with development planning towards 2021 target of \$1.2 billion in total sales volume
- Trained and coached new agents to complete their first sale within 30 days of hire

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- Supervised new agents throughout their first 6 months of transactions to ensure ethical and professional standards were met
- Taught strategy and negotiation to agents around the country at the 2020 HyperFast Summit

TTR SOTHEBY'S INTERNATIONAL REAL ESTATE - ARLINGTON, VA

Acquisitions Manager/Realtor

2018 - 2019

- Served client's real estate needs in both standard real estate transactions and investment acquisitions
- Handled probate and inherited properties
- Navigated DC Tenant Opportunity to Purchase Act to clear occupied properties for sale through the DC Department of Housing and
- Community Development
- Served as the first point of contact for all incoming clients from direct purchase investment advertising
- Directly contributed to each team transaction totaling of \$65 million in sales volume

LICENSED REAL ESTATE AGENT

2010 - 2012 / 2014 - 2016

CYCLE MEDICAL SOLUTIONS - ALEXANDRIA, VA

Sales Manager/ Human Resources Generalist

2016 - 2017

- Responsible for full life cycle medical sales training and development
- Trained staff in sales techniques and client relationship maintenance
- Implemented the development of sales training program - including instructional design and virtual classroom facilitation
- Coordinated and implemented channel/partner marketing through co-hosted events, social media and word of mouth
- Maintained ongoing relationships with physician clients and staff
- Point person for vendors, service providers, and office operations

R3 GOVERNMENT SOLUTIONS, LLC - ARLINGTON, VA

Human Resources Analyst/Recruiter

2014-2016

- Solely responsible for sourcing, screening and interviewing candidates for proposal and immediate hire positions on an ongoing basis to fill potential staffing needs
- Simultaneously recruited for up to 20 potential positions at one time
- Created a candidate pipeline for future potential needs
- Recruited for cleared and uncleared positions in IT, Cyber security, Program Management, Human Capital, Financial Transformation, and Training Design and Development with little guidance

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- Developed job descriptions from proposals and ongoing requests from hiring manager
- Re-developed recruiting guidelines from the ground up
- Created a tracking system and candidate database to organize candidates for current and potential positions
- Developed and maintained referral tracking database
- Assisted in instructional design and classroom facilitation for on-boarding and training of newly hired government staff in various agencies
- Delivered Hire/No Hire decisions
- Assisted with the onboarding of new hires
- Maintained confidential employee and candidate information
- Followed up with new hires on a regular basis to facilitate communication between R3 Corporate and Client Sites

WYNDHAM VACATION OWNERSHIP - ALEXANDRIA, VA

Sales Executive/Sales Manager

2009-2014

- Accomplished marketing and sales goals in a highly competitive environment.
- Trained new and junior sales representatives in sales techniques to achieve targets
- Supervised, trained and maintained a sales team of up to 7 junior sales representatives
- Completed real estate transfers and closing paperwork for self and junior sales executives
- Collected payment and applied equity transfers when completing the sales process
- Calculated previous contract equity for inclusion in the sales process
- Adapted sales techniques based on projected expected sales volume and profit for existing and new products; analyzing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand based on changing daily corporate inventory outlines
- Independently sold and coached sales representatives to close same day sales contracts between \$10,000-\$90,000 through legal contract closing and follow-up to ensure retention

ATHANOR HYDROTHERAPY SPA - HERNDON, VA

Office Manager/Executive Assistant to President

2004-2009

- Responsible for organizing all company functions, meetings and events including booking conference rooms and additional spaces
- Handled recruiting, hiring and training of new employees and educational trainees
- Performed executive assistant support functions for President including expense reports, travel arrangements, calendar management,
- scheduling meetings, and presentation preparation.
- Maintained accurate client files, company contracts, sales database, and timesheets

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- Performed HR related duties and maintained HR forms: I-9, W-4 forms, payroll, new employee hire packages, benefits, exit interviews
- Responsible for vendor management and ordering/stocking of supplies
- Assisted with maintaining office budget, negotiated office equipment/supplies price reductions

EDUCATION

- Ilumni Institute Master Course Graduate 2021
 - Anatomy of Divorce
 - The Landscape of Divorce Finance
 - Introduction to Divorce Court
 - The Ethics of Certified Divorce Real Estate Experts
 - Communicating as a Neutral Expert
 - How to Sell a House in Conflict
 - CDRE Fair Market Valuations
- Certified Pricing Strategy Advisor
- Capital Speakers Club of Washington, D.C. Speaker Course Graduate
- HyperFast Agent Listing and Buyer Agent Training

PROFESSIONAL MEMBERSHIPS

- Northern Virginia Association of Realtors
- National Association of Realtors
- National Association of Divorce Professionals
- Capital Speakers Club



Certificate of Completion

This is to certify that

Allie Levy

has successfully completed the CDRE™ Master Course, including 40 hours of divorce real estate education and comprehensive exam.

MASTER COURSE COMPLETION

as of April 30th, 2021

Laurel Starks

Laurel Starks
Founder
The Illumni Institute

