

# LUTONYA JOHNSON, CDRE

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10845 Griffith Peak Dr. Unit # 2  
Las Vegas, NV, 89135  
702-695-7980  
lxj2310@gmail.com

## **CURRICULUM VITAE**

Lutonya is a top real estate agent and an active producing superstar since 2017 expert in seller relocations, negotiation, and digital marketing. She's developed her expertise in social media marketing, listing management, working with investors and experience dealing with high conflict matters & dramatic situations. Her skills and background in social work, management & many hours of human relations studies organically gives her a valuable edge and success to deal with people and human interaction on a higher level. Her experience in high drama listings and social work has afforded her the knowledge, experience, and systems to effectively handle any disposition & situation. She is well equipped to handle all types of listings, from luxury to divorce to traditional residential.

## **PROFESSIONAL HISTORY**

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### **EXP REALTY LAS VEGAS**

2018 - Present

- Keeping in touch with clients via calls and emails to notify them of the consultancy services offer
- Securing a consulting deal by preparing and presenting business proposals to clients to convince them of his/her consultancy services
- Advertising, marketing, and promoting property vacancies to attract prospective tenants
- Carrying out thorough research and analysis of the real estate and/or property market to identify areas with increasing demand and profitability
- Overseeing and handling negotiations with real estate agents and/or realtors on behalf of clients

### **KELLER WILLIAMS REALTY LAS VEGAS**

2017 - 2018

- Maintain a good relationship with lenders, appraisers, home inspectors and escrow companies
- Prepare necessary paperwork such as closing statements, deeds, contracts, purchase agreements and leases
- Compile lists of real estate properties with details regarding their location, square footage and features
- Promote sale of properties through open houses, engagement in multiple listing services and advertisements
- Establish a network of mortgage lenders, contractors and legal attorneys to whom you can refer clients

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## WYNDHAM VACATION CORPORATE OFFICE

2013 - 2016

- Process all contracts-copy and create files, create batches for transmission to corporate office: inform appropriate personnel of any deficiencies, mail original paperwork to corporate office.
- Prepare cash sheets for all monies deposited; match all credit cards and batch out credit card machines. Ensure policies and procedures are met.
- Post deposit slips with monies collected; and make bank deposits within company guidelines (24 hours).
- Ensure incoming worksheets and sign off on them for accuracy.
- Proof read contracts for error; research property owner data from computers for sales reps; research information from contracts files for managers and directors.

## CLARK COUNTY SOCIAL SERVICES

2008 - 2013

*Social Services - Eligibility Specialist*

- Reviews case notes and files and determines appropriate courses of action in such difficult, complex and specialty areas as nursing home placement, Medicaid coverage, hospital discharge, court casework, etc.; makes recommendations for appropriate coverage and referrals.
- Provides outreach to the community or client base to which it is assigned; makes clients aware of services and community resources available to them.
- Interviews clients to obtain information, determine eligibility for various social service programs and assess the appropriateness of referral to other community assistance or social service agencies.
- Obtains and verifies income, asset insurance and related information; contacts employers, banks, social security, veterans' administration and other public and private sources as necessary.
- Assists clients in completing applications; provides factual information regarding various program regulations and procedures; may act as an advocate for the client with other organizations. Creates and maintains case files; maintains accurate documentation regarding all information received and actions taken.
- Maintains accurate logs and compiles records of work performed.

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## CERTIFICATIONS

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- Certified Real Estate Expert (CDRE) 2021
- CHEONA home buyers program certification 2021
- Home is possible home is possible certification 2019
- Real Estate Finance Certification 2020
- Principal of Agency Law Certification 2020

## PERSONAL AFFILIATIONS

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- National Associations of Realtor (NAR)
- Women's Council of Realtors Nevada
- Las Vegas Association of Realtors (LVR)

## HONORS AND AWARDS

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- eXp Capper 2019, 2020 - on track for 2021
- Keller Williams Realty Capper 2017
- Keller Williams Realty 2 time BOLD graduate

## EDUCATION

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- The Ilumni Certified Divorce Real Estate Expert Graduate 2021
- University of Nevada 2013-2015
  - Completed coursework towards BSA Public Administration
- College of Southern Nevada 2013
  - School of Communication



# Certificate of Completion

This is to certify that

**Lutonya Johnson**

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*

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**Laurel Starks**  
Founder  
The Illumni Institute

