



Curriculum Vitae

Carlene Johnson ~ CJ'Services Realty

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CJServicesRealty@gmail.com

DRE#: 0624659

Certified Divorce Real Estate Expert (CDRE™) who serves as a neutral third party listing agent proficient in handling the sale of real properties, through effective communication, for parties involved in divorce 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 (CDRE™), to provide the type of service you want and need.

EDUCATION

- 2018 to Present - Illumni Institute - CDRE™ Master Club - Ongoing Training
- 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 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.

- 2021 - Veterans Association of Real Estate Professionals - Houston Texas Chapter President
- 2014 to 2019 - Real Estate Transaction 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
Mediation liaison between Retired Judges, Family Law attorneys and pro se parties. Coordinate mediation locations. Ensure required information and documents submitted in a timely manner 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. Liaison between Judges, attorneys and the public via telephone and in court. Generate trial scheduling orders for pending cases.
- 2002 to 2006 - Family Court Clerk - Harris County, TX
Process documents and pleadings from Judges, attorneys and litigants. Ensure documents signed by Judges are processed, entered and filed. Update information regarding court dates, court orders and case status. Prepare and provide daily dockets for pending court cases. Provide customer service via telephone and in person.
- 1996 to 1999 - TX Air National Guard - Financial Services Liaison
- 1989 to 1993 - United States Air Force - Seymour Johnson AFB, Goldsboro, NC

CERTIFICATIONS

- Certified Divorce Real Estate Expert (CDRE™)
- Short Sale & Foreclosure Resource
- VA Loan Certified Real Estate 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
- National Association of Divorce Professionals - Houston Chapter Member
- Veterans Association of Real Estate Professionals - Houston Texas Chapter Member (President - Current, Membership Director - 2019)
- 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
- Asian American Real Estate Association - Member
- LGBTQ+ Real Estate Alliance - Member
- National Association of Hispanic Real Estate Professionals - Member