

(This form is fillable with any smart device.)

REQUEST FOR APPOINTMENT

DATE 09/16/2024

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: HARB

NAME: Patty Scheirer

ADDRESS: 5854 Musket Road. New Tripoli. PA 18066

BUSINESS ADDRESS: 4124 W Tilghman St. Allentown. PA 18104

TELEPHONE NO. (RESIDENCE) n/a **BUSINESS** 610-730-6222

EMAIL: pattvscheirer@gmail.com

PRESENTLY EMPLOYED

BY: Weichert Realtors

JOB

TITLE: Realtor. Assistant Manager. Mentor

EMPLOYMENT

(Prior): Wells Fargo

EDUCATION:

HIGH SCHOOL GRADUATE:	<u>✓</u>	YES	<u> </u>	NO
COLLEGE OR UNIVERSITY GRADUATE	<u> </u>	YES	<u> </u>	NO
DEGREE/FIELD OF STUDY	<u> </u>		<u> </u>	

Public Relations/Communications

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

National Association of Realtors, Pennsylvania Association of Realtors

Greater Lehigh Valley Association of Realtors.

(see resume for other current groups/committees I serve)

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: Neighborhood Housing Services (multiple positions), Community &

Diversity Committee (GLVR)

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ **YES** **NO**

DO YOU HAVE A SIGNIFICANT “BUSINESS” OR “PROPERTY” INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

I do not have a current allentown residence however I lived in the OAPA district for about 14 years. I currently work in and around Allentown, PA on a daily basis.

ARE YOU A REGISTERED VOTER: **YES** _____ **NO**

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

Having been on the resident side of the transaction in the past I feel my real estate side could help ease the misconceptions that seem to be a barrier for many historic residents.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ **YES** **NO**

IF YES, EXPLAIN: _____

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Patricia Scheirer

Signature

09/16/2024

Date

Please forward this request for appointment, along with a resume to:

**Historic Preservation Officer
Planning & Zoning Bureau
Allentown City Hall
435 Hamilton Street
Allentown, PA 18101**

Patricia Scheirer

Feel free to call me "Patty"

5854 Musket Road
New Tripoli, PA 18066
610-730-6222
pattyscheirer@gmail.com

EXPERIENCE

03/15/2021 - Present Weichert Realtors - Allentown/Bethlehem

Assistant Manager/Mentor/BDC/Competing Realtor®

- Onboarding of new associates (both experienced and new hires)
- Ongoing training of current trends, laws, contracts, approaches, etc
- Running trainings and focus groups on a weekly basis with rotating topics pertinent to real estate sales
- Reporting and Goal Maintenance
- Assist Managing Broker on day-to-day needs for two offices (Lehigh Valley)

04/2014 – Present Weichert Realtors - Allentown/Bethlehem

Realtor® - ABR

- Buyer/Seller/Dual Agent
- Assistant Manager to the Broker
- Mentor and Development Coach for new associates
- Prospecting on a regular basis in communities and areas of expertise
- Ethically guiding and advising buyers/sellers in R/E transactions
- Continuing knowledge of ever-changing rules & regs, contracts
- Specialized in Downtown Allentown area and 1st Time Buyers
- Providing consulting, hand holding, referral, & helping navigate process

SKILLS

Customer Service
Market Analysis
Time Management
Work with Profit & Non-Profit Clients
Networking
Account Maintenance
Knowledge Translation
Follow Up
CRM Maintenance
Social Media Marketing
Client Retention
Document Preparation
Scheduling
Resource Training
Transaction Management
Critical Thinking/Information Processing
Due Diligence Processing
Expert/Babysitter/Therapist/Confidante/Chief Of Staff

AWARDS/Certifications

ABR® Designation
Executive Club Level
Directors Club Level
Million Dollar Club Level
Rookie of the Year Winner

09/2008-07/2013 Wells Fargo

Allentown, PA

Store/Branch Manager

- Leading a sales team to meet daily/weekly/monthly/annual goals
- Assisting in day-to-day HR needs/scheduling
- Hiring and training new employees on a continuous basis
- Responsible for large amounts of physical cash, personal information, account information
- Ethically adhering to daily interactions and industry demands
- Updating and maintaining security procedures & confidential information
- Building market share based on location

06/1999-09/2008 King George Inn

Allentown, PA

General Manager

- Bookkeeping/Accounting of daily ledgers
- Maintaining customer satisfaction with FOH activities
- Responsible for vast amounts of valuable inventory
- Scheduling/Inventory/HR practices/Training new Employees
- Cultivating/Scheduling/Planning/Executing different parties & events
- Providing excellent service while maintaining daily contact with owner
- Bartender, Service, Hostess, Historic Tour Guide

Misc.

2020- present: Member of the Grievance Committee with GLVR (Ethics board process)

2018-2019 Advisory board member for Neighborhood Housing Services (NHSLV)

2018-2019 Member of Upside Allentown housing subcommittee (City of Allentown)

2019 Member of GLVR Diversity Committee

2019 2015-2018 Member of the active board for Neighborhood Housing Services (NHSLV)

As needed: speaker/presenter at First Time Homebuyer Seminars (CACLV/NHS)

