

June 22, 2007

Dear future sponsor,

I am an experienced mass appraiser seeking a sponsor so I can become a certified general appraiser in Texas. I recently moved here from the Kansas City area.

I worked in Johnson County, Kansas as an ad valorem residential appraiser for almost three years. In this position, I performed mass appraisal for residential, vacant lots, and duplexes. I also arbitrated appeal hearings as a small claims hearing officer for the Board of Tax Appeals in Kansas for three years. In the small claims hearing officer position, I arbitrated market value issues and classification issues for ad valorem appeals between the county appraisers and the property owner. I arbitrated appeals for residential property, commercial property, vacant land, and agricultural land/buildings.

I have taken the basic appraisal courses plus 86.5 hours of advanced courses. The courses were through the International Association of Assessing Officers (IAAO), approved by the State of Kansas. I am preparing to enroll in appraisal courses approved by the State of Texas. My Bachelor's degree is in Business Management. Please refer to the attached resume for additional information regarding my experience and education.

I have a deep background in mass appraisal and am preparing to become a fee appraiser. I am looking for a part time position as an employee or a contractor. I look forward to discussing a position of mutual benefit with you. If you do not have a current need, I would deeply appreciate a referral to an appraiser whom you feel would be interested in being a sponsor.

You may contact me by telephone at 512-491-8606 (land) or 512-851-7724 (mobile). You may also contact me by e-mail at dwill90@sbcglobal.net or by mail at 3401 Parmer Lane West #2013, Austin, TX 78727.

Thank you for your time and consideration.

Sincerely,

Deb Willoughby

Debra D. Willoughby

3401 Parmer Lane West #2013
Austin, TX 78727
512-851-7724 (mobile) or 512-491-8606 (land)
dwill90@sbcglobal.net

Skills and Abilities

Valued over 24,000 real property parcels for ad valorem mass appraisal

Performed on-site inspection and data collection for new construction, over 500 permits on existing construction, and over 3,600 state-mandated reviews of existing construction of residential property

Performed over 2,000 on-site inspections of sold property and analysis of sales data of residential property

Arbitrated over 4,500 appeals as a member of a three person hearing officer panel concerning ad valorem market value and classification appeals at the county level for residential, commercial, vacant land, and agricultural land/buildings appeals

Represented the county in over 1,600 appeal hearings as a county appraiser concerning ad valorem market value and classification appeals at the county level for residential property and vacant land

Arbitrated over 750 appeals between property owners and government appraisers concerning ad valorem market value and classification appeals at the state level for residential, commercial, vacant land, and agricultural land/buildings appeals

Adaptable, flexible, and reliable

Ability to research information and make informed decisions

Ability to communicate well and persuasively over the telephone, in person, and in writing, with all levels of decision makers

Ability to work well either independently or in a team setting

Ability to provide excellent customer service as evidenced by several taxpayer letters and feedback forms regarding appeal hearings conducted as an ad valorem county appraiser.

Ability to learn proprietary software or popular office software

Education

B.B.A. in Management-Wichita State University, Major GPA 3.25

A.A. in Humanities-Wichita State University

Real Property Appraisal (146.5 hours)-International Association of Assessing Officers

Mediator Training (88 hours)-Mediation Center of Wichita

Employment History

April 2004–present

Appeal Hearing Arbitrator (Temporary contracted position, 6 months per year)

Kansas Board of Tax Appeals, Docking State Office Building, 915 SW Harrison, Suite 451, Topeka, KS 66612

785-296-2388

October 1994–December 2006 (concurrent with above and following positions)

Region Coordinator (part time contracted position)

Labor Relations Institute Inc., One LRI Plaza, 7850 Elm Place, P.O. Box 1529, Broken Arrow, OK 74013
918-455-9995

August 2003–March 2004

Buying Specialist

Asset Acquisition Department, Madison Liquidity Investors, 6310 Lamar Ave., Suite 120, Overland Park, KS 66202

913-982-5000

October 2001–August 2003

Booth Sales Representative

The Kansas City Star, 1701 McGee, Kansas City, MO 64108

816-234-4636

January 1999–October 2001

Residential Real Estate Appraiser I

Appraisers Office, Johnson County Government, 111 S. Cherry St., Olathe, KS 66061

913-829-9500

-Please note that the following two positions were concurrent.-

January 1995–June 1998

Appeal Hearing Officer (temporary position, four months per year)

Board of County Commissioners, Johnson County Government, 111 S. Cherry St., Olathe, KS 66061

913-829-9500

April 1997–January 1999

Appeal Hearing Representative

Gates McDonald Company, P.O. Box 260729, Lakewood, CO 80226

303-239-0992