
Profile

Melissa

First Name

Stamos

Last Name

Middle
Initial

melissa@melissasellscoastal.com

Email Address

1865 Gilbert Street

Home Address

Suite or Apt

Clearwater

City

FL

State

33765

Postal Code

Mobile: (617) 510-9309

Primary Phone

Alternate Phone

Length of Residency - please select one. * 6+ years**Do you own or represent a business in Clearwater?** Yes No**If yes, where is the business located? Do you conduct business with the City?**

Clearwater

Which Boards would you like to apply for?

Marine Advisory Board: On Agenda

Melissa Stamos, PA

Employer

Real Estate Broker-Associate

Job Title

Occupation - If retired, enter former occupation.

Real estate

Have you served or do you serve on a board in Clearwater? Yes No**If yes, please list the name of the board.****Why do you wish to serve on this board/committee? If seeking reappointment, state why you should be reappointed.**

As an avid boater and angler, I have a passion for our area waterways and marinas. I care deeply about our City and strive to promote and protect Bright and Beautiful Clearwater.

Melissa Stamos

What personal qualifications can you bring to this board or committee?

I am a graduate of the Citizens Academy of Clearwater. I have extensive boating experience. I worked for a yacht yard in my early career. I have 22 years experience in real estate and have a unique insight on how our waterways and marinas affect the value and attraction of our City.

List Community Activities

Citizens Academy of Clearwater Service Project Chairperson for Rotary Club of Clearwater
Board Member for Rotary Club of Clearwater

[mstamos_resume_2024.docx](#)

Upload a Resume

Question applies to multiple boards



Please attach a copy of one of the following documents: 1) valid current Florida Driver License issued to an address within city limits, or 2) Declaration of Domicile filed with the city clerk affirming residency within city limits.

Question applies to multiple boards

Are you related to any member of the City Council?

Yes No

Question applies to multiple boards

If yes, please provide name and explain relation.

n/a

Question applies to multiple boards

Are you related to a city employee?

Yes No

Question applies to multiple boards

If yes, please provide name and explain relation.

n/a

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts. (Optional)

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

09/04/1974

Date of Birth

The City of Clearwater strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

n/a

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I understand and agree to the responsibilities and commitment of time associated with an appointment to a Clearwater advisory board or committee.

I Agree

All material submitted to the City of Clearwater is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

SUMMARY

Multi-faceted real estate professional with experience as an **REO Asset Manager, Broker, Acquisitions, Property Management** and **Paralegal** seeking a position with a stable and growing company.

QUALIFICATIONS

- 30 years of **professional experience** with strong **organizational skills** and **attention to detail**.
- 22 years of **Mortgage Servicing and Real Estate Disposition, Acquisitions, Real Estate Research and Analysis Experience**.
- **Expert negotiator** with 20 years of experience negotiating contracts.
- 21 years of **Leadership Experience** developing people to ensure they reach the next level.

EXPERIENCE:

12/19-present

Melissa Stamos, PA/Coastal Properties Group International

Clearwater, FL

11/16-12/19

Keller Williams Realty of Seminole

Seminole, FL

BROKER ASSOCIATE

- Specialize in investment and residential properties for clientele
- Draft documentation and handle transactions from listing to close
- Research current and former real estate transactions to provide comparative market analyses and forecast market trends clients
- Strong customer service skills utilized to attract clients for the purchase and sale of residential homes and investment properties
- Employ selling techniques to effectuate offers and obtain listings
- Network with local businesses, community organizations and residents to increase knowledge of local areas and increase client base
- Design marketing materials, both print and electronic for advertisements, social media, mailings and website
- Thorough knowledge of State and Federal regulations for real estate licensing, servicing and residential mortgage lending including but not limited to Fair Housing Act, ADA, RESPA, Equal Credit Opportunity Act, Truth in Lending, Home Mortgage Disclosure Act

12/15-8/16

Siesta Coast Realty, LLC

Saint Petersburg, FL

MANAGING BROKER

Dunedin, FL

BROKER ASSOCIATE

- Broker of Record for two real estate offices specializing in investment properties and in-house management of rental units
- Manage acquisitions in counties throughout Central Florida to identify, acquire, manage assets with a 15% cash on cash return, and determine exit strategies
- Draft documentation and handle transactions from listing to close
- Oversee and train staff of eight agents and administrative staff and two maintenance personnel
- Draft pro-forma reports and repair estimates for review by Board of Directors to obtain approvals on acquisitions and dispositions, performed cost analysis models to determine action plan to best increase client profits
- Show units to prospective tenants, screen and approve tenants, draft leases and oversee move-in and move-outs
- Research market trends and identify new markets
- 60% travel required meeting with developers, owners, brokers and agents, investors, vendors, attend inspections, closing and industry events

3/14-12/15

Bremer-Bjurquist, Inc. Realtors

Dunedin, FL

BROKER ASSOCIATE

- Prospect and network to increase client base
- Negotiate terms for purchase and sale of residential and investment properties
- Compare recent property sales to current holdings to ensure competitive market price
- Keep up to date on current real estate knowledge through research, attend conventions, reviewing market data and trade journals

- Design marketing materials, both print and electronic for advertisements, mailings and website

9/01-8/14

Stamos & Stamos Realtors
SALES AGENT

Quincy, MA

- Procure residential listings for inventory to sell and lease
- Perform comparable market analyses for potential clients
- Research and evaluate market indicators, forecast probable market trends
- Negotiate sales and leases of homes to customers
- Act as intermediary between buyers, sellers, lessors and lessees
- Draft Offers to Purchase, Purchase and Sale Agreements, Lease Agreements, and notifications
- Design marketing materials, internet tools and weekly newspaper advertisements

2/07 – 5/12

NRT REOexperts, LLC, a division of Realogy
REO ASSET MANAGER

Boston, MA

- Manage residential and commercial real estate assets for major lenders' portfolios, responsible for 250-300 properties on a daily basis
- Develop operating budgets for properties and projection reports for assets
- Procure repair estimates, oversee capital improvements and manage vendors
- Evaluate due diligence materials, title information and municipal information to develop Asset Plans for property management, marketing and disposition of assets
- Determine market value for properties based on review of property information including physical characteristics, condition and location
- Negotiate sales of properties to maximize profitability and minimize losses, and managed property holdings within budgetary parameters

7/02-1/07

Clayton Municipal Asset Solutions Group
SENIOR REO ASSET MANAGER

Boston, MA

- Supervise and train Asset Managers, Assistant Asset Managers and Administrative Assistants
- Manage residential and commercial real estate assets for three clients' portfolios worth \$300 million
- Perform cost analysis models to determine action plan to best increase client profits; Evaluate due diligence materials, repair estimates, title information and municipal information to develop Asset Plans for property management, marketing and disposition of assets
- Research and draft comparable market analyses to identify market values based on area information and building characteristics of subject properties
- Negotiate sales of properties to maximize market value and profitability, and managed property holdings within budgetary parameters
- Develop operating budgets for properties and projection reports for all assets
- Responsible for Loan Agreements and work-outs on mortgaged property within the portfolios
- Prepare legal documentation such as Offers to Purchase, Purchase and Sale Agreements, Deeds, Lease Agreements, Motions for Possession, Affidavits and Bills of Sale
- Instrumental in development of AIM computer module which includes automated monthly and annual reports, computer generated Asset Plans, and budgets with IT department to effectively manage portfolios; REO software program subsequently purchased by third party vendors as servicing platform; assisted in creation and design of asset website created as a sales tool available to investors and retail market

EDUCATION:

Ithaca College, Ithaca, NY, 1996
BACHELOR OF ARTS, SPEECH COMMUNICATION

CERTIFICATIONS:

Florida Real Estate Broker's License # BK3291858
Massachusetts Real Estate Salesperson's License # 9040989 (inactive)
Pricing Strategy Advisor (PSA)
Sellers Representative Specialist (SRS)
Accredited Buyer Representative (ABR)

MEMBERSHIPS:

National Association of Realtors, Florida Association of Realtors, Pinellas Realtor Organization
Board Member, Rotary Club of Clearwater
Service Project Chairperson, Rotary Club of Clearwater
Social Committee, Rotary Club of Clearwater

City of Quincy Zoning Task Force, Committee Member (former)

COMPUTER SKILLS:

Equator/REOtrans, Pyramid, Multiple Listing Service, RPR, Cloud CMA, Realist, Dotloop, KV Core, Microsoft Office programs, Facebook, Instagram