

Cheryl Hartzman
3460 Westview Drive
Perkiomenville, PA 18074
(215)234-6467
info@carnanco.com

Objective:

To obtain legitimate work that can be done from home to supplement and diversify my business income.

Work Experience:

Virtual Assistant, Monkfish Publishing *April 2007 to Present*
Provide support to Monkfish Publishing on an as needed basis. Services include mailing list creation, data entry, spread sheet design, mail merges, internet research, article submissions to directories for book promotion and more.

Internet Searcher, ChaCha.com *Oct 2006 to April 2007*
Provide relevant search results for visitors on any topic requested.

Freelance Internet Searcher/Blogger, Bessed.com *Oct 2006 to Jan 2007*
Search assigned topics and blog 5 relevant websites with site name, link and summary.

President/Co-owner, Carnanco Land Transfer, Inc. *May 2004 to present*
Title Insurance & Settlement services for commercial & residential real estate transactions throughout Pennsylvania and Florida. Responsibilities include sales & marketing, accounting, over seeing title processing and closing, maintaining ethical standards for practices & procedures.

Owner, Carnanco *2001 to present*
(Same company as Carnanco Conveyancing. The name was simply changed to reflect the change in service focus.)
The main activity of the business is Virtual Assistant/Remote Office services such as clerical work- document preparation, client communications, data entry, research, and planning; marketing work- design, print, fold and mail paper products such as business cards, brochures, flyers, and post cards, design and ordering of promotional products, and more. Article submission services. Internet and book based research. And more.

Our consulting services are geared toward underwriters, title agencies, attorneys and real estate agents on various issues including: title insurance & real estate issues, business operation, business startups, business growth, organization, marketing, technology- hardware and software, underwriter relations, RESPA compliance, and more.

Aided in the startup or growth of over nine title companies in the first half of 2004 alone.

Additional services include the Concourse subscription website, closings, policy preparation, and other customized services.

Speaker ***2004 to present***

Public speaking engagements for seminars and small workshops. Examples include the Title 101 seminar, agent seminars for Stewart Title, speaker/educator for real estate offices and agent training.

Author ***2003 to present***

Author of monthly newsletter Carnanco Conveyor; Title 101 course; Unlocking the Secrets of the Signing Agent course; Idiosyncrasies of Clearing Title in Pennsylvania ebook; The Answer Lies Within book; and multiple blogs and other articles on a variety of topics.

Owner, Carnanco Conveyancing **2001 to Present**

Own and operate a real estate service company that offers conveyancing, the Concourse, title searches, document retrieval, policy preparation, document recording, web site design, brochure & business card design, print ads, training manuals, interactive training programs, power point presentations and more. Please visit www.carnanco.com for more information.

Office Manager & IT Specialist,
American Search and Settlement Company

1998 to June 2003

Responsibilities include managing and maintaining all aspects of a title insurance office including overseeing employees and all title orders. My experience includes conveyancing, preparing title commitments, policies, HUD-1 sheets, deeds and other title related documents, conducting settlements, assisting in 1031 exchanges, residential and commercial title insurance, customer service, maintaining and upgrading computer technology, network, software and website, advertising, etc.

Title Software: SoftPro

Administrative Assistant, Barry Page, Inc. **1999 to 2001**

The main focus of this position was to provide organization and support for Manufacturer's Representatives in states throughout North Eastern

and Central United States. Responsibilities include customer service, accounts payable/receivable, payroll, creating letters and memos, creating and updating spreadsheets, creating Signs and Posters using Microsoft Publisher, processing orders and credits, filing, and maintaining the office organizational system and efficiency.

Greg B. Emmons and Associates 1998 to 2001

(Real Estate Attorney)

Responsibilities include document (deeds, court orders, etc.) preparation, time tracking for legal billing, Dictaphone transcriptions, answering phones, processing mail, creating letters and memos, updating Mr. Emmons' book.

Teleresearcher, J. Reckner Associates March, 1998-November, 1998

Contacted doctors via phone in order to conduct interviews on illnesses, medicines, and treatments. The results of these interviews were used to determine things such as what changes should be made to current medicines and what research should be conducted for new medicines.

Discrete Trial Trainer 1997-1999

Used the Discrete Trial Training system to teach an autistic child the basic skills necessary to live in today's world.

Education/Other Experience:

Seminar Attendance

Regular attendance of title insurance seminars on varying topics including: deeds, policy coverages, closing practices, surveys, ABA's, RESPA, escrows, title commitments, commercial closings, fraud, claims, forgery, etc.

Montgomery County Community College

A general studies curriculum. 3.8 GPA, Dean's List

Classes included:

Accounting 101, Small Business Management, Business Math, Web Page Design, English 102, Psychology, Histories, Teaching 101, Teaching Math

Teacher's Aid, North Penn High School

Helped students in various computer courses understand and complete their assignments. Graded papers, created bulletin boards.

Teacher's Aid, A.M. Kulp Elementary School

Helped students in fifth grade understand and complete their assignments. Graded papers, created bulletin boards.

North Penn High School

Graduated with Honors in the top 60 of a class of close to 1,000 students.

Computer Software & Technology Experience:

Microsoft Word, Excel, Publisher, Power Point, Access; QuickBooks; Corel Paintshop Pro; NetObjects Fusion (web design); Adobe Acrobat Professional; Internet Explorer; AOL Instant Messenger; GoToMyPC; GoToMeeting; eFax; WinFax; Paypal; SoftPro; Title Express.

Home Office Equipment:

2 Desktops with Windows 2000 and XP, Laptop with Windows XP, Floor standing Copier/Fax/Scanner/Printer, Desktop Laser Printer, Color Inkjet Printer/Copier/Scanner, Fax/Copier, Dedicated Business Phone Line with Unlimited Long Distance, Cable Internet, eFax, eVoicemail, ability to create additional email addresses for use with specific projects

Affiliations:

Pennsylvania Association of Notaries
Pennsylvania Land Title Association

Sept. 2001-Present
Sept. 2003-Present

Licenses and Commissions:

Pennsylvania Notary Public
Title Insurance Agent

Sept. 2001-Present
May 2003-Present

References available upon request.