

Jacob Pavenick



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Cell Phone (503)957-5897

◆ WORK HISTORY

- Sept. '06-Present State Licensed Real Estate Appraiser-Metro Mid-Columbia Appraisal, Portland, OR
Licensed to do residential appraisals under 1 million dollars in Portland Metro area.
- Feb. '05-Sept. 06 Appraisal Assistant, Metro Mid-Columbia Appraisal, Portland, OR
Home inspections, report writing, customer service
- Nov. '04-Feb. '05 Recreational Assistant, MTC Job Core, Corbett, OR
Assisted in recreational center for youth attending Springdale Job Core center
- 2000-2003 Office Assistant, Metro Mid-Columbia Appraisal, Portland, OR
Assistant to head appraiser, office paperwork and customer service.
- Summer '03 Student Intern II, Kaiser Permanente Center for Health Research, Portland
Managed database, worked in Excel and Access to create research grant queries
- Summer '01 Office Clerk, Pain Management Consultants Inc., St. Vincent's Hospital
Worked with medical records and as front desk assistant.
- Mar.2000-Sep.2000 Computer Sales Associate, Best Buy
Worked in computer department, dealt with customer service, and service plan sales.

◆ EDUCATION

Beaverton High School, Beaverton, OR, 2000

University of Oregon, Eugene, OR, Graduated June 2004

- B.S. in Business Administration with a concentration in Sports Marketing
- Minor in Political Science

Appraisal Assistant's License

- Basic Appraisal, Principles and Practices at American College of Appraisal (Jan. 2005) – 30 Hours
- Income Property Appraisal at American College of Appraisal (Feb. 2005) – 30 Hours
- USPAP at Pro Schools (Feb. 2005) – 15 Hours
- Applied Residential Appraisal/Residential Case Studies at Pro Schools (Nov. 2005) – 30 Hours
- USPAP Update at McKissock Virtual Classroom (Feb. 2006) – 7 Hours
- Pro Schools Real Estate Sales License Classes (Feb. 2005-present)

◆ SKILLS

- Trained in Appraise-It Software
- Trained in Windows, QBasic, and Microsoft Office Applications

◆ ACCOMPLISHMENTS

- Accepted to Beaverton High School National Honor Society
- Accepted to Beaverton High School Japanese Honor Society
- Accepted to University of Oregon Honors College for fall 2000 term
- Studied abroad in Paderno del Grappa, Italy during fall 2002