

STEPHEN D. ETZEL

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REAL ESTATE TRAINING PROFESSIONAL

Seasoned and self-motivated Real Estate Manager and Training Professional offering 21 years of teaching experience with an average survey score of 4.95 out of 5. Skilled in developing curriculum for new and existing courses and performing updates for state and national materials. Comprehensive background in real estate, technology, digital marketing, and business development. Successfully created four courses approved by the Texas Real Estate Commission pertaining to tech and business development for realtors. Proficient in Microsoft Word, Excel, and PowerPoint, online project management tools, and social media.

AREAS OF KNOWLEDGE AND SKILL

- Adult Learning/Instructional Design
- Training Event Planning/Execution
- Scheduling/Deadline Management
- Contract Negotiation/Administration
- Real Estate/Lending Operations
- Proficient Manager
- Learning Management Systems (LMS)
- Staff Training and Development
- Key Stakeholder Relations
- Customer Service and Retention
- Residential Multi Family Property
- Commercial Multi Family Property
- Impactful Presentations
- Writing/Editing
- Project Management
- Curriculum Development
- Sales and Marketing
- Personnel Management

PROFESSIONAL EXPERIENCE

VANED | TX

2015 – Present

Real Estate Instructor

- Serve as online Texas instructor for Legal 1 and 2 and broker responsibilities.
- Act as instructor for SAE, QE, and National/Texas Exam Preparation.
- Serve as subject matter expert and teach classes to agents, managers, and staff in the areas of sales, technology, and business development.

TARRANT COUNTY COLLEGE AND NORTH CENTRAL TEXAS COLLEGE | TX

2014 – Present

Lead Adjunct Real Estate Instructor/SME

- Instructed Real Estate/Finance pre and post license courses preparing students for the state exam and how to maintain their license and meet license requirements.
- Developed curricula and instructional materials specific for Texas and national levels.

INDEPENDENT REALTY | TX and OK

2008 – Present

Broker-Owner/Director of Operations and Training

- Accelerated business growth through property management, business opportunities, land acquisitions, mortgage/lending training school, and commercial real estate.
- Directed day to day operations for this Real Estate Company in the areas of personnel management, team-building, contract negotiation client consultation, marketing, budgeting, recruiting, and financial administration.

KAPLAN PROFESSIONALS | TX

2016 – 2018

Real Estate Instructor/Trainer

- Taught Mortgage, Lending, and Real Estate (National and State Level), National and State exam prep, Property Management, Ethics, Federal Fair Housing, Salesperson's Pre-license and SAE, Broker's Pre-post license, CE/non-elective, and exams; prepared approved courses and maintained classroom evaluations at 4.92 on a scale of 1-5.

GREATER LEWISVILLE ASSOCIATION OF REALTORS | TX
 ARLINGTON BOARD/NAVARRO BOARD/METROTEX/ELLIS HILLS

2006 – Present

Real Estate Instructor/Trainer

- Taught TAR-NAR designations (GRI, SRES, SRS, and ABR) and SAE/CE and non-elective CE courses.
- Authored several CE and Association designation courses, including Intermediary Agency, Farm and Ranch, Mortgage, Taxes, Property Management, Fair Housing, and Listing and Buyer Reps.
- Created and developed 30+ courses and serve as a subject matter expert.

TEXAS ASSOCIATION OF REALTORS | Austin, TX

2004 – Present

Real Estate Instructor/Trainer/Curriculum Development

- Instructed Real Estate, Finance, Property Management, and GRI- SRE- SRS- ABR- SFR Designation courses.
- Developed curricula and instructional materials appropriate to specific state and national levels.
- Taught, Mortgage/Lending on national and state levels, Ethics, Federal Fair Housing, Salesperson's Pre-license and SAE, Broker's Pre-license, MCE, and Exam Preparation approved courses.
- Consistently achieved classroom pass rate of 100% by creating lesson plans, presenting materials to students, responding to student needs, and coordinating with management in evaluating student progress.

REAL ESTATE EXPRESS/MCKISSOCK | National/TX

2015 – 2017

Curriculum Developer/Faculty Director/SME

- Instructed several real estate programs at state and national levels; developed curriculum throughout 30 states and performed editing, writing, and updating of materials.
- Conducted onboarding, interviews, hiring and coaching, budgeting, and development training for a staff of 45+ instructors throughout the nation.
- Managed online course delivery; recognized as national and state specific SME and exam prep expert.
- Directed new agent education and ongoing education programs for all levels, both in the classroom and virtual formats; played role in new course pilots and content review.
- Collaborated with education and coaching teams, internal departments, sales managers, and agents to develop education curriculum.
- Managed production and organization of an on-demand video library of classes, workshops, and events.
- Managed product training and education regarding company policies and programs.
- Collaborated with the Learning Center of Excellence and other resources to produce online video courses.
- Managed a dynamic online learning environment that promoted educational materials and classes to agents, management, and staff.

CE SHOP | TX

2013 – 2018

National and State Exam Pre SME

- Served as Online Instructor for Real Estate/Finance pre and post licensing courses used to maintain their license or prepare for the state exam.
- Managed SMEs throughout the nation and reviewed content for accuracy and ARELLO approvals.

REAL ESTATE EDUCATION AND TRAINING | TX and OK Approved School

2012 – 2018

Administration-Owner/Instructor/Curriculum Development

- Served as Instructor for Real Estate, Finance, Property Management, MCE, and Designation Courses.
- Created 45+ courses in several disciplines, including Real Estate Taxes, Residential, Commercial, Farm and Ranch, Appraisal, Finance, Investment, and Property Management.

SAN LEANDRO REALTY | San Leandro, CA

1998 – 2012

Property Manager/Contractor/Mortgage Lender

- Managed residential/commercial and multi-family properties, HOAs, and government projects by providing technical and management support to property owners and corporate officers with a portfolio of more than \$85 million in assets and \$10 million yearly budget.
- Provided training and individualized coaching sessions to staff, interpreted and analyzed blueprints, and integrated computer systems into the office.

KAPLAN PROFESSIONALS REAL ESTATE SCHOOL | Arlington, TX

2004 – 2011

Real Estate Instructor/Trainer/Curriculum Development/Editor

- Taught Mortgage/Lending on national and state levels, Property Management, Ethics, Federal Fair Housing, Salesperson's Pre-license and SAE, Broker's Pre-license, MCE, and Exam Preparation approved courses.
- Achieved classroom pass rate of 100% and state exam pass rate of 92%.

INDUSTRY AWARDS

- Real Estate Education Association, SME Award for Texas Courses (QE, SAE, and CE), 2017
- Northern Texas Instructor of the Year, Kaplan Professionals, 2006 – 2007
- Instructor of the Month, Kaplan Professionals, 2005
- Salesperson of the Year, San Leandro Realty, 2001 and 2002
- Appreciation Award, Napa Valley Adult School, 2001

EDUCATION

Associate of Science in Paralegal Studies**Bachelor of Science in Criminal Justice****Bachelor of Art in General Studies/Business****Bachelor of Science in Management/Business-Marketing****Master of Law in Bankruptcy Law and Business Reconstructing**

PROFESSIONAL DEVELOPMENT

- REBAC Certified Instructor - SRS, ABR, SRES, SFR, and Negotiations
- Certified Real Estate Instructor - Oklahoma Real Estate Commission, Texas Real Estate Commission, Alabama Real Estate Commission, Maryland Real Estate Commission, Kentucky Real Estate Commission, North Carolina Real Estate Commission, and California Real Estate Commission
- TAR Certified Instructor, Graduate of Real Estate Institute (GRI) Instructor, Property Management
- Real Estate Broker's License, State of Texas and State of Oklahoma
- Graduate of the Real Estate Institute (GRI)/Accredited Buyer's Representative (ABR)
- ARELLO Certified Instructor, International Certified Distant Education Instructor (CDEI)
- Senior Real Estate Specialist (SRES)/Property Management Specialist/Farm and Ranch Specialist