

# Jasmine Quick-Miller



## Experience

March 2021 – Present

### **Realty One Group Results, Greensboro – Real Estate Broker**

- Helping buyers locate all properties in their desired area in their price range and meeting their criteria
- Coordinating and helping buyers to visit and view properties
- When a decision is made to attempt a purchase, helping the buyer craft their initial offer and purchase agreement
- Working with the buyer on their behalf in negotiations with the seller through their agent/broker
- Once a purchase contract is executed, coordinating the transaction process on the buyer side
- Delivering and explaining documents in the transaction process
- Coordinating inspections, reports and repair negotiations
- Assisting buyers through to closing and taking possession
- Listing homes for sale on the local, MLS, Multiple Listing Service
- Sharing the brokerage listings with other MLS broker members to get buyers to the property
- Sharing the listing commission with successful buyer brokers
- Advising the home seller in preparing their home for listing and showings
- Supervising showing, report to sellers results and feedback
- Submitting any offers to the seller for consideration
- Helping the seller negotiate offers to try and execute a purchase contract with a buyer
- Working on the seller's behalf in coordinating the transaction process
- Delivering and explain documents, disclosures and transaction items
- Working with the seller through the closing and their move-out from the home

September 2017 – Present

### **North Carolina General Assembly Legislative Assistant**

- Be the eyes, ears, and spokesperson for the representative and their office
- Answer all emails and phone calls with due diligence and in a timely manner
- Organize all necessary paperwork to research and create new bills/laws
- Work with various media outlets
- Assist constituents
- Manage representative's social media accounts and community outreach
- Coordinate/prioritize all mail/paperwork that comes through the office prior to the representative seeing it
- Attend government, outreach, and community events on representative's behalf
- Create and execute presentations to a wide demographic on representative's behalf
- Be an orator for the representing district
- Meticulously create a detailed oriented schedule for the representative

May 2016 - March 2017

### **US OPM/CACI, Charlotte - Federal Investigator**

- Engineer federal investigations on behalf of U.S. OPM in the greater Charlotte, NC and surrounding areas.
- Canvass areas for a vast array of sources that periodically come into contact with the subject
- Solicit subject to gain accurate and relevant information for the purposes of their clearance

- Uncover all records to precisely portray the subject through criminal, rental, medical, education, employment, and civil records.
- Cultivate prominent and absent information as it applies to federal clearances.
- Utilize data conduct assessment
- Work independently and remotely with minimal supervision

December 2014 - May 2016

**Guilford County Courthouse/State of NC, Greensboro - Deputy Clerk**

- Preserve, narrate, and file documents for the superior court of Guilford County
- Dismiss cases by the district attorney's office
- Input order for arrest and recalls into the North Carolina State database
- Schedule court dates for the public and attorneys
- Retrieve faxes and assist the constituents
- Collect and tally monies given to the county by constituents, attorneys, and court personnel
- Advance knowledge of all the programs in Microsoft Office, ACIS, FMS, and DMV databases

September 2013 - October 2014

**MurphyWainer Orthopedics, Greensboro - Administrative Assistant**

- Record patient information using Microsoft Word and an SRS database, as well as assist patients.
- Communicate urgent messages between practitioner's and their multiple constituents.
- Classify/code confidential information for the company's administrative staff.
- Route the company's EOB's, Medicaid, MRI charts, and encounter/appointment forms into the computer system for easier accessibility for management
- Perpetrate an array of detailed assignments by the practitioner's and the administrative staff that aided in the necessary daily functions
- Work immensely with office management/administration to cement the safety and comfort of all patients as well as to ensure the necessities of the practitioners
- Work with team members to enhance the function of the office
- Manage insurance paperwork for patients

## **Internships**

### **State Bureau of Investigation**

I learned vital information about the duties and multiple jurisdictions of the SBI throughout the state of NC. I also gained knowledge of the chain of command and different duties between a Special Agent and a Special Agent in Charge.

### **Greensboro Police Department**

I shadowed different CSI agents and worked their various shifts to gain knowledge on how to process crime scenes, take photos, bag evidence, as well as the multiple steps in a criminal proceeding. I also learned how to fingerprint, create molds, test blood and bodily fluids.

## **Education**

**Grand Canyon University – MS**

Health Psychology

**Walden University - *MS***

Forensic Psychology

**North Carolina State University BA**

Criminology & Forensic Science