

City of Memphis



TENNESSEE

A C WHARTON, JR.
MAYOR

April 7, 2011

The Honorable Harold Collins, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Collins:

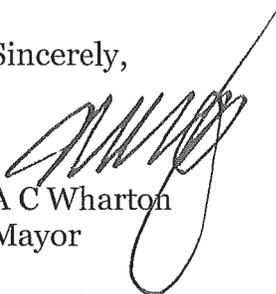
Subject to Council approval, it is my recommendation that:

Mary W. Sharp

be reappointed to the Memphis and Shelby County Land Use Control Board with a term expiring October 31, 2011.

I have attached biographical information.

Sincerely,


A C Wharton
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

LAND USE CONTROL BOARD BOARD/COMMISSION

Name: MARY W. SHARP Race AA M F

E-Mail Address: msharp@bellsouth.net Fax (901) 653-2262 (e-fax)

Profession/Employer: SELF EMP: REAL ESTATE BROKER - CRYE LEIKE REALTORS

Business Address: 3030 FOREST HILL IRENE Zip 38138 Phone: 901-757-2500

Education: BACHELOR PROFESSIONAL STUDIES - REAL ESTATE EDUCATION - U OF M

Name of Spouse: DIVORCED Number of Children: 2

Home Address: 2083 JAMIE DRIVE, MEMPHIS, TN 38116 Phone: (901) 332-8978

City: MEMPHIS, TN 38116 State: _____ Zip: _____

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered): Yes or No If yes, how long? 45+ YEARS

Professional Organization/Associations:
MEMPHIS AREA ASSOCIATION OF REALTORS (MAAR)
TENNESSEE ASSOCIATION OF REALTORS (TAR)
NATIONAL ASSOCIATION OF REALTORS (NAR)

Other Organizations/Association:
MEMBER OF: LAND USE CONTROL BOARD
DOWNTOWN PARKING AUTHORITY
UNITED HOUSING BOARD OF DIRECTORS

Other Interests:
EDUCATIONAL AND REAL ESTATE AND PERFORMING!

Signature *Mary W. Sharp* Date 3/29/11
MARY W. SHARP

RESUME

Mary W. Sharp
2063 Jamie Drive
Memphis, TN 38116-8121
(901) 332-8978 - H (901) 830-7572 Cell
Date: October 10, 2010

OBJECTIVE: TO BE CONSIDERED FOR RE-APPOINTMENT TO MEMPHIS LAND USE CONTROL BOARD

EDUCATIONAL BACKGROUND:

12/2009	Short Sale Foreclosure Resource Certification
7-2009	TREEF Educator Instructors' Academy and TREEF Conference Retreat
12-2008	TAR – Core Course Training: to become Licensed Core Course 2009-2010 Instructor
7-2007	TAR – Instructor Academy
8-2007	Certified Real Estate Brokers Designation (CRB)
12-2006	TAR Mediation Training
5-2006	TAR – The Learning Centered Instructor
7-2005	Seniors Real Estate Specialist Designation (SRES)
8-2004	NAR Mediation Training – Chicago, IL
5-27-2004	Certificate – TAR Creative Training for Real Estate Instructors
1-2003	Accredited Buyers' Designation (ABR)
8-1995	University of Memphis - Bachelor of Professional Studies Emphasis - Real Estate Education (University College)
1995	Certified Residential Specialist (CRS) - Realtor Designation
1990	Certificate of Real Estate - Memphis State University
1988	Graduate Realtors' Institute - (GRI) - Realtor Designation

REAL ESTATE PROFESSIONAL EXPERIENCE/BACKGROUND:

2005-Present	REAL ESTATE INSTRUCTOR – FOR MAAR – Core Course 2005-2008; Affordable Properties WHM- 2007-Presently Tennessee Association of Realtors (TAR) Real Estate Instructor for – Homeownership Options Course - 2010
1984 to Present	Broker and Agent at Various Real Estate companies as follows: CRYE-LEIKE, 10-2006 to Present; RE/MAX ELITE, RE/MAX ON THE RIVER: A-Z AFFORDABLE PROPERTIES, REALTORS 2001-2005 Principal Broker, CRYE-LEIKE REALTORS (1985-2001) SUPREME (1984): Lawrence Johnson Realtors – 1993-1994– Sales Manager 1984-1993. Broker's License - 1993 (TN) Broker's License - 1994 (MS). Prospect for sellers and buyers in an effort to list and sell real estate; Market properties, show properties, write/negotiate offers; Administer terms and conditions of contracts; counsel prospective Buyers on financing/home buying, counsel sellers on home selling
1973-1975	Edward Davis Realtors – Real Estate Salesperson
7-01/99 to 5/15/00	REAL ESTATE ADMINISTRATIVE SPECIALIST - HABITAT FOR HUMANITY: (Hope VI Lemoyne-Owen Revitalization Program) Acted as consultant and assisted in finding lots in the Hope VI Area for Habitat for Humanity; solicited for and processed donated lots from donation to closing; Assisted Habitat in getting the lots zoned to "residential"; made presentations to LUCB and the City Council; Reported to MHA/Habitat on the status of the Hope VI Grant and lots obtained. (Grant ended 5/00)

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OTHER WORK EXPERIENCE:

<u>FROM:</u>	<u>TO:</u>	<u>JOB DESCRIPTION:</u>
8/2007	12-2009	<u>CONTRACT FINAL AGENCY DECISION (FAD) WRITER FOR THE U. S. POSTAL SERVICE:</u> Received EEO Investigative Reports for review and to write the USPS Final Agency Decision; determined whether or not the complainant has established <i>prima facie</i> case based on the facts in the Investigative File; analyzed management's asserted non-discriminatory reason for the action, and composed a FAD for approval.
4-87	10-92	<u>TRANSPORTATION SPECIALIST, U. S. POSTAL SERVICE:</u> Solicited, negotiated and awarded Highway Contract Route Contracts; administered and maintained highway Contractor's documented increases, decreases, and route changes; maintained costs and fuel adjustments on contracts; periodically trained Highway Contractors and facility personnel in Highway Contract Route procedures; analyzed responsiveness and financial responsibility of prospective highway contract bidders; awarded and/or renewed highway contracts. Retired - "Early Out" - U.S.P.S., 10/2/92)
8-77	4-87	<u>PROCUREMENT SPECIALIST, CONTRACT SPECIALIST/CONTRACT ASSISTANT, SUPPLY MANAGEMENT SPECIALIST, CONTRACT TECHNICIAN/- U. S. POSTAL SERVICE</u> Solicited, negotiated and awarded formal/informal contracts for supplies and services; position required awarding and maintaining different types of contracts: Cleaning Services, Food Services, Vehicle Hire Services, Contract Postal Units, Elevator Services, simplified purchases and informal purchases for areas under my jurisdiction--Tennessee, Mississippi, and Arkansas; occasionally acted as Contract Specialist, Sr., and reviewed and approved work of other Contract or Procurement Specialists. As Supply Management Specialist : searched for USPS Excess Property in an effort to transfer said property to other places in the USPS where needed.
8-84	8-86	<u>AD HOC EEO INVESTIGATOR/EEO INVESTIGATOR, SR, U.S.P.S.:</u> (Detailed to these positions while primary job still in Procurement Office) EEO Investigator: Investigated complaints of employment discrimination based upon race, color, sex, national origin, age, handicap, religion; interviewed complainants and alleged discriminatory officials/respondents; initiated resolutions and/or wrote EEO Investigative Report respectively. <u>ACTING EEO INVESTIGATOR SR:</u> Assigned cases to field EEOI'S for investigation; monitored case load of EEOI's; recommended closure on those cases requiring closure; checked reports for EEO issue/purview coverage; maintained reports for Manager and EEO Coordinator of status of EEOI's case load and progress.
3-73	8-77	<u>CLERK STENO/EXAMINATION MONITOR, U. S. POSTAL SERVICE:</u> Clerk Steno to Employee and Labor Relations Director; Secretary to Labor Relations Manager; maintained and monitored suggestions and awards program; wrote "Letters Of Thanks" for Postmaster, monitored and Occasionally administered the Postal Service Clerk/Carrier-Mail Handler Examinations.
2-69	8-72	<u>CLERK STENO, EQUAL EMPLOYMENT OPPORUNITY COMMISSION:</u> Secretary to Conciliation's Manager; maintained itinerary for Manager/Conciliation and Conciliation Specialists; typed investigative and conciliation settlement reports; typed Decisions and right-to-sue letters; occasionally worked as intake person, taking the initial complaints from the charging parties.
12-66	2-69	<u>CLERK TYPIST, DEFENSE DEPOT MEMPHIS:</u> Billing Clerk/Transportation Department: typed government bills-of-lading; Clerk Typist/Subsistence Warehouse: Tallied subsistence shipments as per freight bills.
2-66	12-66	<u>CLERK TYPIST, CITY OF MEMPHIS HOSPITAL: (CRUMP/JOHN GASTON)</u> Crump: Switchboard Operator (days); (nights) admitted patients posted patients charges and payments via NCR Posting Machine; executed trial balances of accounts. John Gaston Hospital: Billing Clerk, billed patients for hospital charges and services.

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Date: October 10, 2010

PROFESSIONAL ORGANIZATIONS/AFFILIATIONS:

REALTOR ORGANIZATIONS:

MEMPHIS AREA ASSOCIATION OF REALTORS (MAAR): (1984 TO Present)

Present MAAR Instructor: Teaching Accordable Properties Class – Formerly taught Core Course – 2005-2008; Presently 2010 Chairperson Fair/Affordable Housing Committee; 2009 Secretary Treasurer MAAR Education Foundation, former (2004-2005) Secretary Treasurer Education Foundation; 2004-2005 Chairperson, Housing Initiatives Committee. Previously Served on Board of Directors of MAAR (2002-2003); Officer – MAAR BOD-Secretary/Treasurer – 2003 MAAR Board of Directors; Political Affairs Committee, 2009; Governing Documents Committee 2008. Education Committee several years, last year 2008; Previous Chairperson Educational Committee 1996; EEO Committee 2 years in 90's), Hospitality Committee (1 year), Grievance Committee (2 years), and Governmental Affairs Committee 2000, 2001 and 2005, 2007?;

TENNESSEE ASSOCIATION OF REALTORS (TAR): Presently Trustee Tennessee Real Estate Education Foundation (TREF) 2008-Present; Chairperson TAR Diversity Committee (2008) Vice Chair 2007; Former member of TAR Forms Committee; GRADUATE TAR LEADERSHIP 2003; TAR DIRECTOR, 2003-2004-2005-2007-2008-2009.

NATIONAL ASSOCIATION OF REALTISTS (NAREB): 2009 and formerly in the 90's

NATIONAL ASSOCIATION OF REALTORS: 2006 – Speaker at Denver Colorado Smart Growth Conference for MAAR and NAR.

NORTHWEST MISSISSIPPI ASSOCIATION OF REALTORS: Member since 1994

Graduate of the NWMAR Leadership Class of 2009; Former member of Grievance Committee 2008; Former Member of Education Committee (late 90's)

WOMEN'S COUNCIL OF REALTORS: (1994 TO 2004)

Correspondence Secretary (2003), Recording Secretary-(2002?); former Director (1996): This organization specializes in offering Realtor education and training sessions relating to leadership skills and real estate professionalism; offers networking avenues between Realtors, associate lawyers, mortgage, insurance and appraisal companies and other real estate affiliates.

CIVIC ORGANIZATIONS:

UNITED HOUSING BOARD OF DIRECTORS: 8-2009 to Present: Member of Board of Directors, Education Committee, and Construction Committee: meet periodically to forward and approve various plans and business projects of United Housing

LAND USE CONTROL BOARD: 2-14-08 to present.

Present member of Land Use Control Board, appointed by City Mayor. Meet once a month to approve/disapprove requests for rezoning, new subdivisions and other land-related requests.

CENTER CITY COMMISSION - Downtown Parking Authority (DPA): 2004 to Present:

(Secretary 2008-Present) appointed by County Mayor – Meet on an “as needed” basis. Member of the DPA board of the Center City Commissions Downtown Parking Authority: Review financial status, maintenance status of the five Downtown Parking Garages under the jurisdiction of DPA; vote on renewal of maintenance management proposals of these garages; vote on the solicitation, negotiation and awarding of contracts for future downtown parking management and new facility, new construction garages.

HABITAT FOR HUMANITY/BOARD OF DIRECTORS: (September 2000 through 6-2003)

Previous Member of Board of Directors HFH: Representative on Site Selection Committee., Chairperson Habitat Relocation Committee, Member Family Services Committee (3-yrs) rolled off June 2003.

TOASTMASTERS INTERNATIONAL: (1992 to Present)

Presently member MaarketMasters/Toastmaster; Original Charter Member of MAARket Masters (2002) - Memphis Area Association of Realtors chapter of Toastmaster's International. Helped organize and served as VP Education (2002): composed schedules and educational happenings for MAARket Masters; also served as VP Marketing in my last year 2003 or 2004. Goal – Train REALTORS to be Public Speakers; Former member of Whitehaven and Graceland Toastmasters. 1990-1993.

U. S. POSTAL SERVICE CREDIT UNION: (1986 TO 1996) – Board of Directors/Supervisory Committee

Served as Chairperson, Supervisory Committee 3 years/member 5 years, and one of 6 Board of Directors for 6 years; Monitored financial status, management operations and functional operations of Postal Employees Credit Union.

WOMEN OF ACHIEVEMENT: 2001 to 2005: Goal: To Nominate and Honor Women of Achievement in Memphis, TN

MID SOUTH MINORITY BUSINESS COUNCIL: 2001 to 2004

Functioned as a Certified Small Business Member 2001 through 2003; also, when it was the MRPC, Majority Buyer-USPS, seeking minority vendors.