

Miranda K. Bergs

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Career Objective

To work creatively, systematically and relationally in areas of problem solving, presentation and customer service. With high standards of quality control and attention to detail, I aspire to teach and motivate others by achieving goals through effective communication and enthusiasm.

Portfolio and Website Online Store

Mirandabergsart.wix.com/miranda-bergs
www.Etsy.com/shop/MirandaBergsArt

Work Experience

Visual Artist, Miranda Bergs Art

St. Paul, Minnesota — August 2011 - present

- Self-taught paper cut artist with years of experience in printmaking, floral arrangement, landscaping, photography, embroidery, painting and other mixed media
- University-level training in technical drawing and architectural drafting

Title Closing Processor, Edina Realty Title

St. Paul, Minnesota — September 2012 - August 2015

- Prepared, verified, and corrected all legal documents and settlement statements prior to closing, facilitating up to 80 transactions per month; ordered mortgage payoffs and obtained legal documents required by lenders, insurance underwriters and local government agencies
- Actively communicated with real estate agents, loan officers, closers, and clients to facilitate a timely and smooth closing through frequent emails, calendar sharing and over-the-phone assistance
- Routinely performed other administrative and secretarial duties, including package shipment, notarizing official documents, office supply purchasing, data entry, checking and cash deposits and greeting visitors

Real Estate Assistant, BuySelf Realty

Bloomington, Minnesota — June 2007 - September 2012

- Reviewed listing agreements and housing information required to list property on the Realtors Multiple Listing Service in over ten systems nationwide; accurately maintained client files for state compliance and closing

- Promptly and professionally responded to client questions, concerns and requests in selling property without the use of a traditional real estate agent; provided sellers with home-selling tools and marketing tips
- Assisted broker through various independent projects, including procedural document review, training, marketing, search engine optimization (SEO) and lead generation

Horticulture Intern, Como Park, Zoo and Conservatory

St. Paul, Minnesota — May 2011 - September 2011

- Exercised a working knowledge of environmental aesthetics and horticulture through research into plant selection, design and care
- Collaborated with horticulturists, interns and volunteers to plant and maintain zoo exhibits, public gardens and other attractions for the City of Saint Paul
- Actively engaged with visitors and the general public through special events, activities, educational opportunities and tours of the campus

Education

MissionShift Institute

Minneapolis, Minnesota - December 2015

Teaching Assistant

Post-Baccalaureate Study in Urban and Cross-Cultural Ministries

University of Minnesota, Twin Cities

Bachelor Of Science - May 2013

Major: Housing Studies

Concentration: Community Development, Public Policy

Minor: Environmental Design

3.0 Cumulative GPA

Skills

- Microsoft Office Suite
- Scientific Research and Data Analysis
- Public Speaking and Training Development
- Grants and Proposal Writing, Professional and Technical Correspondence
- Singing and Stage Performance
- Social Media and Marketing
- Relationship Building

Licenses

Notary Public - State of Minnesota

License #31057989

Commission expires 1/31/2018