

NORTHEAST FLORIDA ASSOCIATION OF REALTORS®, INC.
CANDIDATE'S QUESTIONNAIRE FOR AN OFFICER OR DIRECTOR POSITION

1. Name Tara Braithwaite

2. Firm Name/Address Coldwell Banker Vanguard Realty
Since when? 2017

3. Position held at Firm (owner/broker, broker associate, sales associate, etc.)? Broker Associate
 - a. Area of real estate specialty? Residential Real Estate
 - b. How much time do you spend in this profession? Full Time
 - c. In what field is the balance of your time spent? Residential Sales

4. Number of years licensed. 7 Realtor® since. 2014

5. What was your occupation prior to obtaining a real estate license? Software Product Manager

6. Will you make a commitment to attend the monthly Board of Director meetings, general membership meetings and any other special meetings as required? Yes

7. Are you willing to keep up with the volume of communications that concern association matters i. e. reading material, background material, etc.? Yes

8. Do you realize that, as a NEFAR Officer/Director, you would not be in a ceremonial position, but one with fiduciary duties, responsibilities, and obligations to assist in moving the Association forward in the coming years based on the Strategic Plan? Yes

9. Do you understand that you may be asked to assist with special assignments during the year and are you willing to commit to those assignments? Yes

10. Do you contribute to RPAC? Yes Would you be willing to annually become, at a minimum, a \$99.00 RPAC contributor as an Officer or Director of this Association? Yes

11. What education level and skill sets do you possess to qualify for the position(s) requested?
MS in Health Informatics, BS in Nursing
3 years in Product Management for Clinical Software company

12. Qualifications (list positions held, year and principal services if not on your attached resume/bio)
 - a. Realtor association activities (local, state, and national)
2021 NEFAR Leadership Academy
2022 Grievance Committee
2022 RPAC Vice Chair

b. Civic Activities

Women's Giving Alliance

Center for Children's Rights

c. Leadership positions

Steering Committee/Education Chair - WGA (2020-2022)

Recording Secretary - Jack and Jill of American (2021-2022)

Board Member - Center for Children's Rights (2022)

13. Why are you interested in serving as an Officer or Director?

I would like to participate in decision making for our MLS and provide support for our local users.

Questions 14. & 15. for MLS Director Position Only

14. Please describe your level of expertise regarding MLS technology.

15. What knowledge do you have of RETS and RESO?

Real Estate Transaction Standard - basic understanding but I do have a software background

Real Estate Standards Organization - basic understanding

16. If selected by the Nominating Committee, I would be willing to commit to the duties of the position(s), including a minimum donor of \$99 for RPAC annually, and serve in any one of the following Officer/Director positions indicated below:

Candidate Signature

Date

Please check any position or positions for which you desire to be considered by Nominating.

NEFAR Director

NEFMLS Director

NEFAR President Elect**

NEFAR Treasurer**

NEFAR Secretary**

NAR Large Association Director***

Contact

(904) 775-2525 (Work)
tara@cbvfl.com

www.linkedin.com/in/jacksonvillegifestyles (LinkedIn)
tarabraithwaite-vanguardrealtyinc.sites.cbmoxi.com/ (Company)
www.simplifyingthemarket.com/en/ (Blog)

Top Skills

Leadership
Real Estate
Real Estate Marketing

Certifications

Certified Residential Specialist
Broker Associate

Tara Braithwaite

Certified Residential Specialist | Broker Associate
Jacksonville

Summary

My Mission: To be a knowledgeable and compassionate real estate professional who truly makes a difference in people's lives by providing authentic, responsive, innovative, and technology-based service.

My core values as a real estate care professional are loyalty, duty, respect, service, honor, integrity, and courage. These values are ingrained in me from my background in the Army Nurse Corps. I've had the privilege of serving over 100 families since 2014. Certified Residential Specialist, Broker Associate, Coldwell Banker Sterling Society Award winner are just some of my qualifications as your trusted real estate advisor!

When I'm not helping people realize their real estate dreams, I can be found gardening, spending time with family around Jacksonville, or traveling and exploring new places!

Experience

Coldwell Banker Vanguard Realty
Tara Braithwaite, LLC Residential Real Estate
August 2017 - Present (4 years 7 months)
7741 Point Meadows Drive #101, Jacksonville, FL 32256

I guide and assist sellers and buyers in marketing and purchasing property for the right price under the best terms. I determine clients' needs and financial abilities to propose solutions that best suit them. I perform comparative market analysis to estimate properties' value and ensure they get the best possible value for their money.

ERA Davis & Linn
Tara Braithwaite, LLC Residential Real Estate
March 2015 - July 2017 (2 years 5 months)
4540 Southside Blvd # 902, Jacksonville, FL 32216

Working with an ERA professional REALTOR gives you an advantage in your local market. From facilitating pricing, physically preparing a home for sale, navigating negotiations, ERA agents are also adept at working with home inspectors, home appraisers, mortgage bankers, title companies, and can guide you through the entire real estate process from selling a current home to purchasing a new home.

Keller Williams Realty, Inc.

Licensed Realtor

August 2014 - March 2015 (8 months)

When you partner with me, your needs always come first! I provide the service we agree to, in the ways that work for you, whether once a week, once a day, by phone, email or text message. I am proud to be affiliated with one of the largest and most productive real estate organizations in the world! The strong growth of Keller Williams is proof that when you offer a superior level of service, word spreads fast.

NTT DATA Corporation

Product Manager

October 2011 - November 2014 (3 years 2 months)

Manage cross-functional teams comprising of professional services, development, technical support, and other product teams to execute product and feature launches

Conduct and manage customer usability sessions, advisory boards, focus groups and/or surveys to illicit clinician feedback

React quickly to issues and defects that arise both internally and externally

Work with support and development teams to prioritize and resolve customer issues

Develop training materials outlining product features, benefits and services to support staff

Conduct sales training on new products and product enhancement functionality

Translate customer requirements into business cases and use stories

Review and approve software modification requests

Conduct and manage customer beta testing

WellStar Health System

Project Lead

June 2009 - September 2011 (2 years 4 months)

Responsible for expediting the process of customizing order set templates

Solicit and incorporate feedback, and releasing and maintaining organization-wide order sets
Collaborate with clinicians at 5 facilities to develop 175+ integrated, evidence-based order sets
Liaison between IT and Clinical services
Manage project charter and project plan for goals, deadlines, testing, and implementation for Zynx
Develop content in AuthorSpace and use of the online collaborative environment (ViewSpace)
Manage Author teams for specialty specific order sets
Develop Zynx print-on-demand solution for Horizon Physician Portal intranet in ASP format
Manage team of 2 Zynx analysts and 3 Web Developers to develop content for McKesson I-Form integration

Eclipsys Corporation

Implementation Consultant

January 2007 - February 2009 (2 years 2 months)

Responsible for implementation of electronic medical record software product(s) according to a pre-defined project plan and documentation.
CPOE Team Lead, Zynx - SCM integration
Order Catalog Upload to Zynx
Zynx Author Space/ View Space
Design, Build, Test order sets, orders, results
Current/Future State workflow analysis
Implementing upgrades
Troubleshooting/ System testing for GoLive
Deliver configuration training to clients
Communicate technical concepts in ways that are understood by system analysts and users
Plan and develop courseware design

Heart Alert Inc

Clinical Manager

February 2006 - January 2007 (1 year)

Disease Management company staffed by RN's who acquire data from measurement devices transferred to a data connection server. Data is used to manage home health care patients with chronic illnesses.
Staff recruitment and retention, employee performance evaluations
Quality improvement, staff education, troubleshoot database and equipment

Paradise Valley Hospital

Clinical Resource Nurse

August 2004 - February 2006 (1 year 7 months)

Supervise and provide care to patients of all ages including large population of cardiac and psychiatric patients.

Coordinate training, mentor graduate nurses

Piedmont Hospital

Staff Registered Nurse

February 2002 - February 2004 (2 years 1 month)

Schedule patient procedures, provide patient education, and administer conscious sedation.

Greater Southeast Community Hospital

Registered Nurse/ Educator/ED Charge Nurse

June 1997 - January 2002 (4 years 8 months)

Identify training needs of new staff in the Emergency Department

Develop training manuals and organize course material for precepting

Conduct in-services for new products and then provide implementation support

United States Army Nurse Corps

Registered Nurse

June 1996 - January 2002 (5 years 8 months)

Supervised employees on Neurosurgery ward and Emergency Department.

Conduct employee evaluations and performance improvement plans

Establish individual action plans , counsel and evaluate staff performance

Education

Walden University

MS, Health Informatics · (2009 - 2011)

Howard University

Bachelor of Science - BS, Nursing · (2000)