

# Cassie Elliott

*cassie*

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www.cassieelliott.com

## education:

*May 1996* - University of Arkansas, Fayetteville, Arkansas — Bachelor of Arts Degree in Art with an emphasis in

Graphic Design, minor emphasis in Photography

*January 2004* — Master Municipal Clerk designation

*January 2005* — Arkansas Realtor's License

*July 2007* - Arkansas Broker's License

*October 2008* — CCIM Designation (Certified Commercial Investment Member)

## experience:

### **Fine Tree Press, Harrison, Arkansas**

*1989-1990*

*Typesetting/Dark Room/Customer Service Representative*

Responsible for designing brochures, letterhead, business cards, business forms and invitations

Prepared and completed production: paste-up and camera work (Negatives, pmt's and halftones)

Interacted with customers from ordering to billing, completion of jobs

### **Spencer Printing, Springdale, Arkansas**

*1991-1992*

*Typesetting/Dark Room*

Designed, paste-up, typesetting; Helped in strip-up of negatives and bindery as needed

### **The Morning News, Springdale, Arkansas**

*1992-1993*

*Paste Up/Dark Room*

Composed and pasted up newspaper pages with specific deadlines;

Shot pmt's and halftones

### **Heritage Land Title, Inc., Fayetteville, Arkansas**

*November 1993-March 1998*

*Title Insurance Department Manager*

Researched chains of title for real estate transactions, Prepared documents for closings, Estimated taxes and requirements

for closings, Developed title insurance commitments, Platted legal descriptions, Supervised researchers in the Title

Department, Handled all marketing and advertising

### **Visionary Milestones, Inc., Centerton, Arkansas**

*1998-present*

*President*

Consulting company that specializes in nomination of historic properties to the National Register of Historic properties, grant writing for municipalities and historic properties, easement acquisition (water, sewer and roads), annexation projects, etc.

### **Town of Highfill, Highfill, Arkansas**

*May 1999-2004*

*City Clerk*

Organized and produced all resolutions and ordinances, as well as other city records, Kept all financial records such as reports, paying bills, reconciliation of 9 bank accounts, 941's, Kept minutes for four separate meetings during the month, and mail out correspondence to city council, Created and published newsletter quarterly for 500 residents, Wrote and administered Grants, Prepared and obtained easements for water, sewer, and road projects, Supervised three additional city employees, Supervised road projects as constructed

### **Hull & Company, Bentonville, Arkansas**

*January 2005-November 2006*

*Realtor*

Specialized in commercial and investment real estate transactions, 1031 tax exchanges, PUD Planning and Zoning

### **Crye-Leike Realtors, Bentonville, Arkansas**

*September 2007-present*

*Executive Broker*

**unique qualifications:**

2008 NWA Business Journal's 40 Under 40 Recipient  
2006 recognition by NWA Business Journal for website, visionarymilestones.com  
Experienced grant writer for municipalities and historic properties  
Nominated many historical properties to the National Register of Historic Places  
Vast marketing experience from real estate ads to newsletters and presentations  
Promotional events from the marketing and planning to implementation

**organizational involvement:**

1999-2004 Highfill Planning Commission, Secretary  
1999-2004 International Institute of Municipal Clerks, member  
2000-2004 Arkansas Municipal League Incorporated Towns Advisory Council  
2004-present Benton County Rural Development Authority, Chairman  
2005-2010 Technical Advisory Committee & Policy Committee for Northwest Arkansas Regional Transportation  
2007-present Member CCIM Institute (Certified Commercial Investment Member)  
2008-present Charter Member of NWA CCIM Chapter  
2008-2009 President of the Benton County Historical Society (present board member)  
2009-present Secretary/Treasurer of NWA CCIM Chapter (Executive Board)  
2009-2010 Graduate of Leadership Benton County #8 Class

**references:**

Monte Harris  
Rogers Historical Museum  
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Mary Lou Slinkard  
State Representative  
479.616.2010  
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