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CAREER PROFILE:

- Innovative, inspired, resilient, resourceful educator and trainer, offering over forty years of instructional experience, teaching multiple age groups and varied subject matter with concentration and specialization in real estate education. Teaching style includes: engaging students in learning process, encouraging critical thinking, promoting active learning, providing “real life” application, incorporating teaching methods for multiple learner types (auditory, visual, kinesthetic), engaging student through use of multiple technology resources, using varied assessment strategies.
- Real estate practitioner, brokerage owner, manager and trainer, representing both seller and buyer clients (but never in the same transaction) for thirty-five plus years.
- Creator of education programs for over eight thousand members for local REALTOR organization for over 15 years
- Creator of local, state and national award winning real estate training programs.
- Author, Co-Author and Co-Editor of Texas real estate pre and post licensing textbooks

SKILLS AND QUALITIES:

- Place highest value on honesty, integrity, respect for others, excellence in performance
- Strong work ethic, self-motivated, creative, enjoy trying new ways to motivate students and stimulate group collaboration to enhance learning
- Highly effective communication skills, energetic problem solver, decisive, pursues critical thinking
- Analyze and organize systems to facilitate higher performance and retention of information
- Skilled at creating and administering online, Blackboard teaching/learning systems

OBJECTIVE:

- Provide consumers and real estate students with accurate, legal, ethical, and practical real estate information, and the appropriate application of that information, in order to thoroughly furnish students for a successful career in real estate and real estate related profession, and personal life pursuits.

WORK EXPERIENCE:

Teaching Experience: Past and Current for Following Education Institutions

- **University of Texas at Arlington (Arlington, Texas):** Created, administered and taught pre and post licensing real estate courses – continuing education, **1977 to 1986** – see full information below
- **Brookhaven College (Farmers Branch, Texas):** Taught pre and post licensing real estate courses-continuing education, including Real Estate Principles I, Real Estate Principles II, Law of Contracts and Law of Agency **2001 to 2008** (in 2009 Brookhaven’s real estate classes did not have enough enrollment to make and classes were suspended)
- **Cedar Valley College (Lancaster, Texas): (2001 to Present)**
Instruct pre and post licensing real estate courses: RELE 1301 Principles of Real Estate I; RELE 1338 Principles of Real Estate II; RELE 1311 Law of Contracts; RELE-1300-Contract Forms and Addenda, RELE-2388-Internship-Real Estate; RELE-1303 Real Estate Appraisal; RELE-1325 Real Estate Mathematics; RELE-1309 Real Estate Law; RELE 2301 Law of Agency.
 - **Online Courses:** Administrative Assistant to and Co-author with Instructor Thomas C. Terrell of **online pre and post licensing real estate courses**-RELE 1309 Real Estate Law; RELE 1303 Real Estate Appraisal, RELE 1325 Real Estate Mathematics, using Blackboard - Version 9 and 9.1 **From inception of online real estate classes to present.**
 - **Instruct combination/hybrid courses** (in-class and online) Principles 1 and Principles 2 (RELE-1300, 1301 and RELE-1338) These courses require students to both attend “in-class” sessions as well as to complete testing and assignments “online”. **From inception of these classes to present.**
 - **Created, administer, and instruct online** Contract Forms and Addenda pre and post licensing real estate course (RELE-1300), **2012 to present.**
 - **Instruct/Administer** Real Estate Internship program (RELE-2388) **2013 to present**
- **Texas A & M University – Commerce (TAMUC)**
 - Online Coach/Mentor for real estate courses deemed by the Texas Real Estate Commission through
- **Texas A&M International University**
 - Online Coach/Mentor for real estate courses deemed by the Texas Real estate Commission
- **Continuing Education Institute (Arlington, Texas):** Instructed post real estate licensing courses at the CEI multiple locations) **2001 to 2007** (owner passed away and school closed)
- **Greater Dallas Association of REALTORS® (GDAR) (Dallas, Texas):** (New name: MetroTex Association of REALTORS®) Created, administered and taught pre and post

real estate licensing courses and professional real estate continuing education courses for GDAR members **1986 to 2001**, (retired from position)

- **Texas Association of REALTORS® (Austin, Texas):** Created and instructed real estate education seminars at yearly conventions **1986 to 2001**)
- **National Association of REALTORS® (Orlando, Florida):** Created and instructed real estate education seminars at national convention **1999 to 2000**)
- **University of North Texas (Denton, Texas):** Guest lecturer for Law of Agency **2007, 2008, 2012, 2013.**
- **University of North Texas at Dallas (Dallas, Texas):** Guest lecturer for Principles of Real Estate **2011, 2012, 2013**)
- **Southern Methodist University (Dallas, Texas):** Guest speaker for Principles of Real Estate courses **2001, 2002**)
- **University of Texas at Arlington (Arlington, Texas):** Provided “turn-key” operation for UTA as independent contractor; Created, administered and instructed pre and post real estate licensing courses-continuing education **1976 through 1986.**
- **Texas Christian University (Fort Worth, Texas):** Instructed pre and post real estate licensing courses-Continuing Education Department,
- **Purvis Real Estate Training Institute (Fort Worth, Texas):** Instructed pre and post real estate licensing and renewal courses **2007 through 2009**)
- **Monroe County Public School System (Key West, Florida):** Substitute teacher K-12 and Special Education. **1963 to 1965 (while husband stationed at U.S. Naval base – Company H, Marine Support Battalion, Naval Security Group Activity)**

Professional Experience:

- **7/15/1986 through 3/31/2001**
Greater Dallas Association of REALTORS® (GDAR) (currently named MetroTex Association of REALTORS®)
 - **Director of Educational Services**
 - Created and administered 250+ education offerings per year for approximately 8000 GDAR members in 1986. Due to economic decline the membership dropped to 4500 members in 1987. Offered those same programs yearly for GDAR’s 4500+ members 1987 through 2001). In addition, created training for the surrounding Associations/Boards of REALTORS®. Position at GDAR included curriculum and program development, budgeting, liaison to the Texas Real Estate Commission, Texas Association of REALTORS®, and National Association of REALTORS®; liaison with national and international speakers; designed and implemented state, national and international award winning programs; instructed courses for pre and post licensing, as well as professional development courses for real estate brokers and salespersons; speaker for local, state, national real estate programs and conventions; managed four (4) person department; responsible for Professional Standards and Grievance hearings initiated by consumers against GDAR members.
 - In addition, Interfaced with:
 - City of Dallas through Fair Housing Department

- International Division of the City of Dallas
 - Real Estate Association of Mexico (Caesar Parades – President)
 - Federation of International Investors – Washington, D.C.
 - Cyberspace Society (International Real Estate Investors), Boston, Mass.
- **1978 to Present**
 - **Real Estate Education Consultants (dba)**
 - Provide turn-key pre and post real estate licensing education programs as well as professional development education , 1986 to present
 - Created, administered and instructed pre and post real estate licensing courses for the University of Texas at Arlington, Texas Wesleyan College, Texas Christian University, and American College of Real Estate. Built program offering of 30/30-classroom hour pre and post real estate licensing courses (900 classroom hours of real estate education available through the program, to students). Personally approved by the Texas Real Estate Commission to teach: Real Estate Principles I, Real Estate Principles II, Real Estate Contracts, Real Estate Agency, Real Estate Finance, Real Estate Property Management, and Real Estate Brokerage Management courses. Managed employees and independent contractors; responsible for general business administration, budgeting, course development, marketing of courses, coordination of instructors, and submission of courses in compliance with requirements of the Texas Real Estate Commission for licensing and licensing renewal credit. (1978 to 1986)
 - Created, administered and instructed state required Federal Fair Housing course necessary for real estate licensing and post licensing in Texas for proprietary schools, Junior College and University real estate programs, Boards and Associations of REALTORS[®], and individual seminars. (1978 to present)
- **1978 through Present**
 - **Texas Real Estate Broker (License # 0204810)**
 - Practiced representation of Sellers exclusively or Buyers exclusively in the real estate transaction. Do not practice the Intermediary role in a real estate transaction.
 - Owned and managed real estate brokerage with 10 to 25 real estate licensees at any given time.
 - Currently practice Exclusive Buyer Representation as co-owner with husband Thomas C. Terrell of P.R.E.P.A.R.E. Real Estate.
- **1999 through 2010**
 - Co-Owner/Administrator of (with husband Thomas C. Terrell, Mortgage Broker), (dba) **P.R.E.P.A.R.E. Mortgage (mortgage company)** (Closed our mortgage business when new state and federal laws made it financially prohibitive to run a small mortgage brokerage operation.). During this time, assisted in qualifying buyer clients in obtaining a loan, administered and prepared documents to present to third-party lenders for approval, reviewed appraisal and inspection reports/documents on property being used as collateral for the loan.

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- **2003 through 2005**
 - Texas Mortgage Broker (License # 41047)
 - Allowed my Texas Mortgage Broker license to lapse in 2005 because I was not using the license and only doing administrative work and office management of loans.
- **1957 (at age 13) through Present**
 - Bible teacher of children, teenagers and adults through various venues and for various churches and organizations
 - Maplewood Congregational Church, Maplewood, Missouri (1955-1960)
 - Christian Endeavor – Local church weekly meetings and State Conventions, Missouri (1955-1960)
 - First Methodist Church, Chicago, Ill. (1960-1961)
 - Fredericksburg Baptist Church, Fredericksburg, Virginia (1961-1962)
 - First Baptist Church, Cherry Point, N. Carolina (1962-1963)
 - White Street Baptist Church, Key West, Florida (Teacher and Choir Director) (1963-1966)
 - Westminster Presbyterian Church, Fort Worth, Texas (1967-1970)
 - McKinney Memorial Bible Church, Fort Worth, Texas (1970-1971)
 - First Baptist Church Euless, Euless, Texas (1998 – 2017)

EDUCATION, AND PROFESSIONAL AWARDS

Education:

- Moody Bible Institute, Chicago, Ill. 1960
- Real Estate Salesperson and Broker Pre and Post Licensing courses (obtained Real Estate Salesperson license 1976 and Broker license 1978 to present)
- Paralegal Certification Program, Professional Development Institute (non-profit branch of the University of North Texas) received certification from, 11 week/176 classroom hours, program 1990
- Salesperson Annual Renewal, and Mandatory Continuing Education courses for real estate licensing renewal, 30-classroom hours renewal yearly from 1975 through 1978, and 15 hours every two years thereafter to present
- Yearly, numerous seminars and workshops, including “Industry Update” seminars related to real estate industry from 1975 to present.
- Professional Standards Certification Program, National Association of REALTORS® (1994)
- Executive Officer Certification Program, National Association of REALTORS® (1988)
- Certified Real Estate Instructor (CREI) designation, Texas Real Estate Teachers Association (TRETA) 1995 to present
- Greater Dallas Association/NAR Mandatory Professional Standards and Ethics Training 1986 to 2001
- Mortgage Broker Training Courses (TSLD), 2005 (obtained Mortgage Broker License)
- Legal and Ethics Update Courses (TREC), 1986 and every two years to present
- Blackboard System Version 9 and 9.1 Training for online credit and continuing education real estate courses 2009 to present
- Five Star Institute, Real Estate “Short Sale” Training, 2009

Awards/Professional Designations/Volunteer Work

- Awarded “**Certificate of Appreciation for 15 Years of Service**” by Cedar Valley College, August 15, 2017
- Nominated for Dallas County Community College District “**Adjunct Faculty Excellence In Teaching Award**” 2016
- **Awarded – “Adjunct Faculty Excellence In Teaching Award” 2016, Cedar Valley College**
- President, Texas Real Estate Teachers Association (TRETA) (2000-2001)(Life member of TRETA)
- Board of Directors, Texas Real Estate Teachers Association (TRETA) (1995-2001)
- Designation: “Certified Real Estate Instructor (CREI)”, awarded by the Texas Real Estate Teachers Association (1995 to present)
- “Affiliate of the Year” awarded by the Arlington Association of REALTORS® (1984)
- “Educator of the Year”, awarded by the Texas Association of REALTORS® (1999) (while Director of Education at the Greater Dallas Association of REALTORS®)
- “Education Program of the Year”, awarded by the Texas Association of REALTORS® (1999 & 2000) (while Director of Education at the Greater Dallas Association of REALTORS®)
- “International Real Estate Program of the Year”, 2000, awarded by the International Division of the National Association of REALTORS® (competed with all other Associations of REALTORS throughout the United States for this award) (Created program consisting of: Speaker/representatives from 10 different countries including Caesar Parades – President of the Association of REALTORS in Mexico; coordination of satellite presentation from two speakers, one in Washington, D.C. representing the Federation of International Investors (FIABCI) and one in Boston, Mass. representing Cyberspace Society – Worldwide Investors) (while Director of Education at the Greater Dallas Association of REALTORS®)
- Certified Real Estate Instructor Committee (TRETA) 1995 to present)
- Chairman, State Convention, Texas Real Estate Teachers Association (1999 through 2001)
- Advisory Board Member, Cedar Valley College, (Real Estate Division) to present
- “Outstanding Contributions and Service to Real Estate” awarded by Women’s Council of REALTORS®, Dallas Chapter (March 2001)
- Board of Directors/Finance and Awards Committee Chairman, *Graduation Celebration*, Grapevine High School, Grapevine, Texas (1992)
- 6Stones – CPR Blitz – First Baptist Church, Euless, Texas: Volunteer - paint and refurbish homes in Euless 2012-2014
- Back To School – First Baptist Church, Euless, Texas: Volunteer – Assisted in planning and facilitating the distribution of free backpacks and school supplies to Hurst, Euless, Bedford school children; each year 2011-2016

Certification, License(s) and Designations Held:

- Real Estate Broker License, Issued by the Texas Real Estate Commission, State of Texas 1978 to present.

- **CREI, *Certified Real Estate Instructor*, designation issued by the Texas Real Estate Teachers Association (TRETA) 1995 to Present**
 - **Wrote the first draft and then assisted in the creation of the criteria for the Certified Real Estate Instructor (CREI) designation.**
 - **Was in the first group of TRETA members to meet those requirements and receive the CREI designation.**

Approved by the Texas Real Estate Commission to teach the following courses through January 31, 2019: (Instructor Approval TREC License # 1919)

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| • Principles of Real Estate | • Real Estate Law |
| • Law of Agency | • Law of Contracts |
| • Promulgated Contract Forms | • Real Estate Finance |
| • Real Estate Investment | • Real Estate Appraisal |
| • Real Estate Marketing | • Real Estate Property Management |
| • Real Estate Brokerage | • Real Estate Math |
| • CE Electives | |

PUBLICATIONS AND PAPERS

Co-Author:

Texas Real Estate Principles I & II

Rodriguez, Rod M., Terrell, Kathleen E., Stockton, Eddie, Adams, Kay Texas Real Estate Principles I & II. Ed. Richard Helgeson, Plano, Texas: Education Textbook Company, 2007.

“In this first edition of Texas Real Estate Principles I & II real estate publisher Walt Huber has brought together the remarkable talents of Rod M. Rodriguez, Kathleen E. Terrell, Eddie Stockton, and Kay Adams. As such, it is the crown jewel in Educational Textbook Company’s trilogy of Texas real estate textbooks...” A 700 + page text for pre-licensing and post-licensing students, ISBN # 978-0-916772-91-8; This book covers the 60-hour course requirements by the Texas Real Estate Commission (TREC) for Real Estate Principles and is approved by TREC for pre and post real estate licensing credit for both broker and salesperson. Topics include, but are not limited to, broker and salesperson licensing; ethics; estates, titles and conveyances of real estate; encumbrances; agency relationships; real estate contracts; The Real Estate License Act (TRELA); Fair Housing laws & related practices; landlord/tenant laws; property management; escrow, title insurance and settlement; real estate finance; financial institutions; appraisal & appraisal techniques; government control of real estate; taxation of real estate; real estate math; legal descriptions, deeds and encumbrances,.

Edited Textbook:

Texas Real Estate Agency, 8th Edition

ISBN: 978-1-4754-2809-4

Donna K. Peeples, Minor Peeples III, A. Sue Williams

Editors: Kathleen E. Terrell, CREI and Thomas C. Terrell

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“Knowledge of agency relationships is vital to a licensee’s survival and ultimate success in the field of real estate. As clients and customers become more aware of their rights, real estate licensees are often expected to increase their level of service and are being held to higher standards of practice. In addition, because agency law is an evolving law, the practitioner must keep abreast of its changes. Many issues, such as those involving intermediary brokerage, buyer agency, or recent changes to the Texas Deceptive Trade Practices Act – Consumer Protection (DTPA) continue to evolve and be interpreted by the courts. The explanations in this text are consistent with the Texas Real Estate Commission’s interpretations, but as more case law develops, these interpretations are subject to change.”

“This book is designed to help students seeking a real estate license and real estate practitioners understand relationships that are created in real estate transactions. Agency is a course of study required by The Real Estate License Act (TRELA) for all persons seeking a real estate license. This edition focuses on all statutory topics and ethical standards required by TRELA for a pre-licensing core course in agency law.”

Other Education Materials Created:

Power Point Creations for Instructional Resources for Textbooks

Texas Real Estate Principles I & II Power Point presentation, Created 600 + Power Point slide presentation for instructors’ use with the *Texas Real Estate Principles I & II* textbook and corresponding chapter questions and final examinations for both courses. (Power Point information is current, and updated with each new edition of the text, as well as when new industry information and legal changes take place)

Texas Real Estate Contracts Power Point presentation, Created 300 + Power Point slide presentation for instructors’ use with the *Texas Real Estate Contracts* textbook and corresponding chapter questions and final examinations for 30/45 hour pre and post licensing courses. (Power Point information is current, and updated with each new edition of the text, as well as when new industry information and legal changes take place)

Texas Real Estate Agency Power Point presentation, Created 300 + Power Point slide presentation for other instructors' use with *Texas Real Estate Agency* textbook and corresponding chapter questions and final examinations for 30/45 hour pre and post licensing courses. (Power Point information is current, and updated with each new edition of the text, as well as when new industry information and legal changes take place)

REFERENCES

Professional references available upon request.