

Jane Schiff  
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#### Education

B.A. Douglass College, Rutgers University of New Jersey

#### **Continuing Education**

Real Estate Finance	Real Estate Fundamentals
Real Estate Investment	Real Estate Appraising
Real Estate Financing	Environmental Issues
Fair Housing	Site Analysis
Office Leasing	New Construction
Micro and Macro Economics	Probability and Statistics

#### Certifications and Licensure:

GRI Certification, Pennsylvania Real Estate Institute  
Certified Real Estate Instructor, State of Pennsylvania,  
State Certificate #RI – 0001383-L  
Real Estate Broker, State of Pennsylvania, License #AB-046482-A  
Real Estate Broker/Appraiser, State of Pennsylvania,  
License #BA-002602-L

#### Memberships

International Business Brokers Association  
National Association of Realtors  
Pennsylvania Association of Realtors  
Lehigh Valley Association of Realtors  
Committees:  
Member, Grievance Committee  
Chair, Grievance Committee  
Member, Professional Standards Committee

#### Real Estate Business Experience

1999 – Associate Broker, *The Frederick Group*, Realtors  
*Present* Represent sellers and buyers of residential, commercial/  
industrial real estate and small businesses. Manage all aspects of  
sale transactions including evaluating the property/business,  
negotiating terms and conditions of the sale, financing,  
environmental issues, and appraising. Recruit new sales  
associates. Train and mentor licensees in pricing of properties,  
sales, negotiating, closing skills, agency, ethics, property  
management, industry changes, financing and investment  
analysis.

## Real Estate Business Experience (continued)

- 1994 – Principal, *Browne Berlin & Gallo*, Business Broker.
- 1998 Broker/Manager, *John Monaghan Group Affiliates, Inc.*, Realtors
- 1989 – Broker/Manager, *John Monaghan Group Affiliate, Inc.*, Realtors
- 1994
- 1988 – Commercial Real Estate Broker, *Realty World-Tom Mulqueen*
- 1989
- 1984 – Commercial and Residential Real Estate Broker, *The Frederick*
- 1988 *Group*

## Teaching Experience

- Lehigh County Community College, Schnecksvill, PA
  - Real Estate Continuing Education: 2000
    - Real Estate Fair Housing
    - Real Estate Ethics
    - Buyer Agency
- Northampton Community College, Bethlehem, PA
  - Real Estate Fundamentals, 1996 – 1998
  - Real Estate Practice, 1996 – 1998
  - Real Estate Appraising, 1997
  - Real Estate Financing, 1998
  - Real Estate Continuing Education, 1998
    - Real Estate Fair Housing
    - Real Estate Ethics
    - Buyer Agency
- Scott White Real Estate Institute, Bethlehem, PA
  - Real Estate Investment, 1992, 1994
- John Monaghan Group Affiliates, Inc., Realtors
  - Comprehensive in house training in all aspects of Real Estate, 1990 – 1994

## Board Memberships

- Pennsylvania Association of Realtors
- Lehigh Valley Association of Realtors
- Allentown, Lehigh County Board of Realtors
- Lehigh Valley Association of Realtors Real Estate Newspaper
- Real Estate Advisory Board, Lehigh County Community College
- Society of the Arts, Allentown Art Museum