

# Mark Vanderhorst

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## OBJECTIVE

Pursue a career that will utilize the experience gained over many years from a real estate appraising company, while advancing my education in information technology. Managing partner's retirement and slow real estate market create opportunity for career advancement.

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## WORK EXPERIENCE

**HBA, Inc. (Harry Boblit Associates, Inc.)** | Sidney, Ohio 45365 | 937-492-4560  
Real Estate Appraising

### Office Administration & PC Specialist

*May 1986 – present*

- General Office proficiency, obtained over the past 20 years.
  - Completed Real Estate appraisal reports for 15 years, which include but not limited to home inspections, data acquisition and analysis, interior and exterior photographs of subject and 'comparable' market, measurements, processing, and the delivery of final reports using various software applications.
  - Created, processed and maintained documents & templates, databases, artwork and photographs, etc. using Microsoft Office, Lotus Ami Pro and various appraisal software programs, created 'Qbasic' programs early in my career, storing and analyzing housing data and office accounting information, entered financial information into Microsoft Excel, and QuickBooks.
  - Advanced computer hardware and software support for HBA, Inc. since the early 1990's.
  - Designed and maintained the office website at [www.hbainc.net](http://www.hbainc.net).
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## SKILLS/VALUES

- Real Estate Residential Appraisals
  - Personal Computer Support; Installation, Diagnostics, Repair, Networking, Backups
  - Web Design; FrontPage, Expression.
  - Documentation; Creating/Writing/Technical
  - Data Processing; data, numeric
  - QuickBooks; Data Entry
  - Attention to Detail
  - Focused & Hard Working Individual
  - Knowledge-hungry pupil, eager to meet challenges
  - Embrace Diversity & Multi-Cultural settings
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## EDUCATION

**Hondros College** | Columbus, Ohio | 'Appraisal Pre-License Program' Completed | Jan thru Mar, 2002

**Lehman High School** | Sidney, Ohio | Graduated - May, 1988

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## INTERESTS

Computer Technology, Exercising, Tennis, College Football, Nature, Music, Family, Dining out

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## REFERENCES

References are available on request