

# Amanda N. Canellas

(407) 697-8257

## Professional History

1/2013 – current **ANC Realty Group LLC** Orlando, FL  
**Broker/Owner**

8/2003 – current **Appraiser's of America** Orlando, FL  
**Bookkeeper/Office Manager/Property Appraiser**

- Phones – Answering a 4 line phone system
- Filing – Filing all financial and appraisal documents for easy reference
- A/P - Processing 30 Invoices a week
- A/R – Processing 50 files per month
- Payroll – Weekly payroll for 20 employees/sub-contractors
- Payroll Taxes – Annual, monthly and quarterly payments and filings
- Monthly Bank Reconciliation for 3 bank accounts
- Financial Reports – Monthly financial reports given to owners for review
- Collections – Monitoring collections status for past due accounts on a weekly basis
- Customer Service – Ensuring that client satisfaction is achieved
- Residential Property Appraisals; inspecting, researching and typing
- Supervising 3 Trainee Appraisers; reviewing their reports and training

## Program Experience

Quickbooks Pro 2012

Microsoft Office 2010 – Excel, Word, Powerpoint and Access

WINTotal

## Education

5/2002 **Associate's Degree**-Seminole Community College  
4/2004 ABI – Principles of Appraisal-IFREC  
6/2005 ABII – Appraisal Practice-Gold Coast  
5/2006 Uniform Standards and Principles of Appraisal Practice-Steve Williamson  
5/2006 Appraisal Law Update-Steve Williamson  
10/2006 Sales Associate Pre-License Course-IFREC  
9/2007 Sales Associate Post-License Course-Bert Rodgers  
10/2007 ABIII – Commercial Appraising-Steve Williamson  
7/2008 Uniform Standards and Principles of Appraisal Practice-Steve Williamson  
7/2008 Appraisal Law Update-Steve Williamson  
3/2009 Appraisal Institute – 1004MC  
8/2009 14-Hour Real Estate Continuing Education Course-Bert Rodgers  
07/2010 30-Hour Appraiser Continuing Education-Steve Williamson  
04/2012 30-Hour Appraiser Continuing Education-Steve Williamson  
05/2012 72-Hour Real Estate Broker Pre-License Course-Bert Rodgers  
03/2014 30-Hour Appraiser Continuing Education-Steve Williamson  
06/2014 30-Hour Broker Post Licensing-Management-Bert Rodgers  
07/2014 30-Hour Broker Post Licensing-Real Estate Investment-Bert Rodgers

**Licenses and Certifications**

5/2004 Trainee Appraiser Licensure RI14335  
1/2006 Real Estate Sales Associate SL3156365  
9/2006 State Certified Residential Appraiser Licensure RD6035  
10/2012 Real Estate Broker License BK3156365

RICK SCOTT, GOVERNOR



KEN LAWSON, SECRETARY

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**FLORIDA REAL ESTATE APPRAISAL BOARD**

<b>LICENSE NUMBER</b>	
RD6035	

The CERTIFIED RESIDENTIAL APPRAISER  
Named below IS CERTIFIED  
Under the provisions of Chapter 475 FS.  
Expiration date: NOV 30, 2016

CANELLAS, AMANDA N  
5116 HAINES CIRCLE  
ORLANDO FL 32822



ISSUED: 10/23/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1410230002471