

Leo Firth
14905 12th Ave E
Tacoma, WA 98445

Appraisal Education

Appraisal principles, Appraisal procedures, USPAP, Market analysis & highest & best use, Site valuation & cost approach, Sales comparison & income approach, Appraiser report writing and case studies, Statistics, Modeling & finance, Advance residential application & case studies, Updated USPAP.

Employment History:

2003-2007

Certified Asset Analysts, Residential & Commercial Real Estate Appraisals

Worked as a licensed trainee doing various types of improved and unimproved residential appraisal valuations assignments and assisted in commercial appraisals. Currently licensed in Washington State as a Certified Appraiser/ FHA approved.

2001-2003

Pro-link Systems, Computer based IT networking company.
Lakewood, WA

Hired, as an Operations Manager to supervise base operations including remote site management for client's computer and software need, scheduling of on-site installation of systems, also to oversee A/P, A/R and the day-to-day operations of the company.

1999-2001

BPI, Inc. Medical repair and service company
Tacoma, WA

Hired as a Customer Service Manager, directly responsible for overseeing my team in the receiving and processing of all medical equipment in for repair. Coordinated and scheduled the repair and return of customer surgical equipment. In charge of quality control and testing of surgical motors after repair. Setup and maintained customers complaint files for ISO 9000 compliance.

1995-1999

Puget Sound Surgical, Inc., Surgical motor repair company
Tacoma, WA

Hired as Operations Manager with this with this startup company, responsible for AR/AP, taxes and payroll. Setup creative financing through factoring of receivables and used this financing to create stabilization of cash flow for company growth. Setup and maintained employees IRA and health plan, setup employees review process and wrote employee handbook and company policies. Setup and maintained computerized time clock and software for computerized download of payroll with Paychex. Created and maintained human resources files. Negotiated cost and purchasing of used surgical motors for resale and loaners. Responsible for the day-to-day operation of the business.

1992-1995

**Evergreen Construction and Painting
Tacoma, WA**

Owner and operator of a licensed and bonded general contraction company in Washington State, performing remodeling and painting contracts for Federal, State Government and residential. Responsible for making cost estimates for labor, time, materials and cost on each project bid. Responsible for scheduling employees and sub-contractors for on time completions of contracts.

1988-1992

**Island BP and U-Haul Center
Oak Harbor, WA**

Owner and operator of Island BP and U-Haul Center, a full service gas station with a 3 bay auto repair center and U-Haul rental center. Increased fuel sales from 35,000 gallons per month to 55,000 gallons per month within 2 months of ownership. Received Award from U-Haul International for taking my U-Haul dealership from 79th in the USA to number 2, two times in 1988.

1978-1988

**Monarch Corp. General Construction and painting company
Renton, WA**

Hired as on-site field Superintendent, responsible for scheduling of employees and sub-contractors, for on time completions of Federal and State, remodeling and painting contracts up to \$1,000,000. Responsible for making cost estimates for labor, time, material quantity, and cost of projects. Comprehensive knowledge of ROCC office government politics.