

Katherine M. Meers
5305 Cloud St., Stone Mountain, GA 30083
[REDACTED]
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1/6/2025

Thank you so much for taking the time to read my letter of interest and review my resume.

My husband and I relocated to Stone Mountain City in July 2023, and we have quickly fallen in love with the community. I spent my childhood here, then moved away when I was in high school. The sense of connection and the unique charm of The Village are unlike anything I've experienced in Georgia—Stone Mountain truly feels like home to us!

I am eager to be involved with the Historic Preservation Commission because of my passion for real estate, which I've had the privilege of working in for several years. I'm especially drawn to historic properties, and I get most excited when I have the opportunity to work with homes that have rich histories. Since moving here, I've been struck by the number of beautiful, historic homes in the area, and I'm excited by the opportunity to help preserve and enhance the city's unique character.

I've been looking for a meaningful way to contribute to this community, and I believe that serving on the HPC would be a wonderful fit for me.

Thank you so much for your time! I hope to hear from you soon.

Sincerely,

Katherine Meers

KATHERINE MEERS
5305 Cloud St., Stone Mountain, GA 30038

404-402-4656
kat.sales@kw.com

EDUCATION

Georgia State University, Atlanta, GA
Bachelors of Science in Psychology, Dec 2015

WORK EXPERIENCE

Keller Williams Realty Metro Atlanta
Realtor, Independent Contractor, 2021 - present

- Assess client needs, explain real estate processes and provide guidance on buying, selling, and renting
- Conduct market analyses to assess pricing and evaluate market trends.
- Prepare and market properties through the MLS, open houses, and social media to attract buyers
- Help buyers find suitable properties, schedule showings, and provide insights into neighborhood and property details.
- Facilitate negotiations, draft and review contracts, and manage offers.
- Coordinate inspections, appraisals, and assist with negotiations based on findings.
- Ensure timely completion of all transaction steps, including deadlines, paperwork, and financial arrangements.
- Guide clients through the closing process, working with escrow and title companies to finalize the sale.
- Provide ongoing support and recommendations for service providers after the transaction.

Moments by Meers Photography, LLC
Owner and photographer, 2019 – 2021

- Take high quality photos of people and pets in studio
- Proficient with DSLR camera, Einstein strobe and necessary modifiers
- Build genuine client relationships
- Manage a portfolio website and social media accounts
- Proficient in Photoshop and Lightroom

Saint Francis Veterinary Specialists and Emergency Services
Veterinary Assistant in ER and Oncology, 2009 – 2021

- Schedule future appointments for clients
- Address customer services questions in a timely and accurate manner
- Properly directed phone calls to maintain smooth call flow
- Develop trusting relationships with clients through open communication and compassion
- Communicate with clients and provide education on animal care
- Able to stand in for co-workers when necessary
- Triage emergency patients and appointments
- Perform patient care from admission to discharge within the ICU
- Handle and record controlled drugs

Jerome B. Johnson State Farm Insurance Agency
Property, Casualty, Life, Accident and Sickness Insurance Agent, September 2016 – April 2017

- Answer customer telephone calls regarding existing accounts
- Handle account and policy changes as requested by account holders
- Respond to concerns and questions regarding service; make sure calls escalate appropriately
- Quote prospects for life, health, property and casualty insurance
- Help with marketing to maintain and grow a client base

Crossfit Potens, Hyderabad, India
Level 1 CrossFit trainer, 2012 – 2013

- Community outreach to increase sales
- Choreographed and led workouts for classes consisting of 20-30 people
- Assisted with web design

Ansley Animal Clinic, Atlanta, Ga
Veterinary Assistant, 2011 – 2012

- Vaccination administration
- Prescription preparation
- Performed dental procedures on patients
- Assisted veterinarians with procedures and restraining patients
- Assisted with anesthesia monitoring and surgical preparation and procedures
- Kennel duties – animal husbandry

LICENSES AND CERTIFICATIONS

- Real Estate Salesperson License - Georgia | 417365 | 2021

EXTRA CURRICULAR

- Photography
- Working out
- Traveling
- Dancing
- Spending time with family and friends

WORK REFERENCES

- Brian Crawford
Realtor, Director of Productivity/Associate Broker
Keller Williams Realty Metro Atlanta
jbriancrawford@kw.com
404-643-4577
- Jill Fossett
Realtor, Productivity Coach/Operations Director
Keller Williams Realty Metro Atlanta
jillfossett@kw.com
404-242-5764
- Dr. Jessica Thiman
Veterinary Oncologist (Supervisor, 4 years)
Saint Francis Veterinary Specialists and Emergency
404-557-5819

CHARACTER REFERENCES

- Eileen Smith
Past Real Estate coach turned friend
eileen@housesmithteam.com
404-234-4967
- Troy Richmond
Neighbor, friend
troyrichmond@gmail.com
404-857-8300
- Gina Burke
Family friend (28 years)
gsburke04@gmail.com
770-595-3517