

# Jeni Bober

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## Skills

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**Programming Languages & Libraries:** JavaScript, Next.js, TailwindCSS, SQL

**Collaboration & Leadership:** Client relationship management, problem solving, relationship building, cross-functional communication

**Project Management:** Managing vendor relationships, coordinating permits, overseeing construction projects, and ensuring compliance

**Contract Management:** Contract negotiations, compliance, documentation, and administration

**Sales & Business Development:** Market analysis, competitive analysis, client needs assessment, and strategic planning

## Experience

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**Realtor, Berkshire Hathaway HomeServices California** Los Angeles, CA | Apr 2023 – Present

**Realtor, Keller Williams Advisors** Los Angeles, CA | Oct 2018 – Apr 2023

- Award-winning realtor for sales performance. Recognized as being in the top 1.5% of all realtors within Keller Williams. Featured on HGTV in collaboration with IBM. Recognized in national publications, including the Los Angeles Magazine, Wall Street Journal, and LA Times.
- Collaborated with and managed all relevant parties in a real estate transaction, including appraisers, escrow companies, mortgage lenders, contractors, and inspectors, leading to the closing of an average of 12 properties annually with a total value between \$10M-\$20M.
- Managed contract negotiations, ensuring all terms and conditions were met and documented, and facilitated smooth closings by coordinating between buyer, sellers, and third parties.
- Invested in and renovated multiple properties as a partner in D Bober, LLC. Tasks include: property identification and acquisition, negotiations, project managing all facets of construction, development, and sales.

**Account Executive, The Public Private Network** Los Angeles, CA | Oct 2015 – Mar 2020

- Supported the development of a standardized framework for RFP responses utilized in the submission of three RFPs which led to being selected as a vendor by two of the largest public-school systems in the country. Responsibilities included: managing multiple constituencies across the value chain for mutual benefit, troubleshooting issues and challenges both from the client and vendor side, managing all payment activity, and participating in the process of helping sponsors maximize their investment with the municipalities.
- The organization raised over \$50 million dollars through public/private partnerships designed to help fund sports and physical education programs. Fortune 500 companies who became sponsors of these initiatives include: Pepsi, Snapple, Nike, Foot Locker, American Dairy, and many more.
- Managed end-to-end administrative support to the CEO to optimize daily workflows, including logistics and scheduling, and external relationship management.

## Projects

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**TourNest** [jenibober.com/portfolio/tournest](https://jenibober.com/portfolio/tournest)

- Developed a Next.js/React application with Google Maps integration that enables real estate agents to create, manage, and share property tour itineraries
- Solved the manual and time-consuming process of organizing property tours by automating scheduling and visualizing routes for buyers in an intuitive interface.
- Implemented shareable client views and PDF export functionality, creating a seamless experience for both agents and homebuyers
- Built a responsive UI using TypeScript and Tailwind CSS featuring address autocomplete, interactive maps, and property cards with customizable details

## Escrow Calendars

[jenibober.com/portfolio/escrow](http://jenibober.com/portfolio/escrow)

- Designed and developed *Escrow Calendars*, a web-based application using JavaScript and React to help agents and clients track real estate transaction timelines with ease.
- Built automated calendar views and deadline notifications to keep all parties aligned throughout the escrow process.
- Solved the manual task of managing escrow timelines by centralizing key dates in a clear, shareable interface.

## Licenses, Awards, & Certifications

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<b>California Real Estate License</b> – DRE #02040636	Oct 2018
<b>Award</b> – Keller Williams – Quadruple Platinum Group Award, \$100M+ Team Sales	2019-2022
<b>Award</b> – Keller Williams – Double Gold Production Award, \$15M+ individual sales	2021-2022
<b>Certification</b> – Coursera – The Business of Product Management I & II	Jan 2024
<b>Certification</b> – Codecademy – Front-end Engineer Career Path	Oct 2024

## Education

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<b>University of Toronto</b> – Bachelor of Arts, Political Science	2011
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