



Amy Guy Calandrino

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Professional Experience

November 2010 to Present

Beyond Commercial
Winter Park, Florida

Licensed Real Estate Broker

- Responsible for the company's daily operations including marketing, administration, and agent oversight
- Tenant or landlord representation in leasing transactions
- Execute listing, marketing, and sales strategies for commercial properties
- Evaluate investment opportunities for my client's principals by analyzing financial modeling, performance predictors, and historical market data
- Research and present opportunities for buyers; draft and present offers and facilitate transactions
- Coordinate with bankers, clients, attorneys, closing agents, and others to close deals

May 2003 to Present

Small Business Counsel
Winter Park, Florida

Office Administrator

- Manage the firm's administrative operations including accounts payable and accounts receivable
- Handle human resource issues including benefits, recruiting, and oversight of team members

Certified Paralegal / Florida Registered Paralegal

- Extensive experience as lead paralegal in federal, appellate, civil and arbitration court matters including closely held business disputes, probate, contract, employment law and real estate issues
- Completed more than 100 business and real estate transactions with minimal supervision

Education

Graduated December 2007

Rollins College
Winter Park, Florida

- Bachelor of Arts in English with Writing Minor
- Rollins College Hamilton Holt School Scholarship Recipient

Graduated May 2005

Valencia College
Orlando, Florida

- General Associates in Arts with Honors Certificate
- Presidential Academic Scholarship Recipient

Skills

- Superb people management and project coordination capabilities
- Strong computer skills, including Certifications in the Microsoft Office Suite; Adobe Acrobat Pro; QuickBooks; Form Simplicity; STDB; LoopNet; Timesolv; CoStar; iMovie; Clio; ClientLook; Social Report, WordPress and Joomla! and Wordpress website management; and Apple iPhoto

Involvement and Awards

- Orlando Regional REALTORS® Association Member (2013 to present)
 - Commercial Council Member (2015 to present)
- Central Florida Association of Commercial REALTORS® (CFCAR) Member (2014 to present)
- Certified Commercial Investment Member (CCIM)
 - Institute Member (2015 to present)
 - CI 101 completed September 21, 2015
 - CCIM Preparing to Negotiate Course completed October 23, 2016
 - CI 103 completed December 17, 2016
 - CI 102 completed May 18, 2017
 - CI 104 completed May 28, 2018
 - Florida CCIM Chapter – Central District Member (2015 to present)
 - Mentorship Program Participant (2015 to 2016)
 - 2017 and 2018 Central District Scholarship Recipient
 - Board Member (2017 to present)
- Winter Park Chamber of Commerce and Park Avenue Merchants Association Member (2014 to present)
 - Leadership Winter Park Class XXVI Graduate (May 19, 2016)
 - Leadership Winter Park Alumni Council Secretary (August 2017 to present)
 - Leadership Winter Park Alumni Council Board Member (October 2016 to present)
 - Recruitment Committee Co-Chair (Class XXVIII and XXIX)
 - Youth Leaders Law & Government Day Chair (2017)
 - Winter Park Chamber of Commerce Ambassador (December 2016 to present)
 - 2017 Ambassador of the Year
 - Leadership Winter Park Business & Networking Day Facilitator (March 9, 2017)
- Orange County Bar Association (“OCBA”) Affiliate Member (2007 to present)
 - Paralegal Section Board Member (2009 to 2010)
 - Paralegal Section President-Elect / President / Past President (2010 to 2013)
 - Foundation Board Member (2011 to 2014)
 - Paralegal Post Chief Editor (2011 to 2013)
 - Social Committee Chair (2012 to 2014)
 - President’s Award – Outstanding Committee Chair for 2012-2013 Bar Year
- Florida Bar “Special Committee to Study Paralegal Regulation” Member – Appointed by Florida Bar President Mayanne Downs (2010 to 2011)
- Central Florida Association of Legal Administrators Member (2012 to present)
- Lion Pup, Inc. Founding Board Member (2014 to present)

Published Works and Speaking Engagements*

- Speaker – “Breaking into Commercial Real Estate” for the Entrepreneur’s Hot Seat with Andy Storch – Episode 73 – on January 2, 2018 <https://entrepreneurhotseat.simplecast.fm/055>
- Speaker – “Contract Essentials” for the Central Florida Paralegal Association, Inc. on May 14, 2016 Spring Fling CLE Conference – Track II.
- Speaker – “The Road to Trial” and “Tales from Inside the Courtroom” for April 11, 2014 Orange County Bar Association Bench Bar Conference – Paralegal Track.
- Speaker – “Trial Tips and Tricks” at the Orange County Bar Association Paralegal Section’s All-Day Litigation Seminar on October 2, 2010
- Writer – “Hiring Legal Staff.” March 2009, [Attorneys Master Class](#) Course Materials (co-authored).

Hobbies

- Reading; golfing; knitting; managing my dog’s social media @DukeWhippet; Orlando Runners Club member; lifestyle blogging through Amy’s Apron®; entertaining; traveling; focused on philanthropic initiatives supporting our elders, education, and animals.

*Expanded list available upon request