

JOSUE R. JIMENEZ

El Paso, TX 915.691.1082 elptxrealtor@gmail.com

PROFESSIONAL SUMMARY

Accomplished project management and real estate professional with 14 years of experience directing full-lifecycle residential construction, brokerage operations, and cross-functional teams in the El Paso market. Served as on site project lead for a major regional home builder, managing every phase from permitting and site preparation through structural build out and final finish. Known for precise trade scheduling, disciplined milestone tracking, and serving as the authoritative communication bridge between builders, clients, and field crews. Founded and operates a Texas licensed brokerage and has directly supervised teams of 12 licensed professionals while bringing in finished and sold homes with over 50 million yearly production. I am seeking to build on a proven foundation in construction and operations management, expanding my formal project management expertise into larger and more complex project environments.

AREAS OF EXPERTISE

▪ Construction Project Management	▪ Contract Negotiation and Execution
▪ Phase Scheduling and Trade Coordination	▪ Team Leadership and Supervision
▪ Permitting, Inspections and Site Oversight	▪ Risk Identification and Issue Resolution
▪ Stakeholder Communication and Reporting	▪ Regulatory and TREC Compliance
▪ Subcontractor and Vendor Management	▪ Property Valuation and Market Analysis
▪ Quality Control and Milestone Verification	▪ Bilingual Communication (English and Spanish)

PROFESSIONAL EXPERIENCE

ProGen Real Estate

June 2022 to Present

Broker and Owner

- **Founded and operates** a Texas-licensed real estate brokerage, overseeing all business operations including transaction management, contract review, agent supervision, and full regulatory compliance.
- **Coordinates** all parties across concurrent transactions through to close, managing lenders, title companies, inspectors, and appraisers against fixed deadlines with the same multi-party scheduling discipline required in construction project delivery.
- **Supervises** a team of licensed agents, holding each accountable to TREC standards, ethical practice, and internal brokerage policy.
- **Designed and implemented** technology driven workflows including CRM systems and lead automation tools that standardized repeatable processes and expanded operational capacity without adding headcount.
- **Conducts** comparative market analyses and property valuations using data-driven methodologies to advise clients on pricing strategy and offer positioning.

ERA Sellers and Buyers Real Estate

April 2012 to February 2022

New Construction Project Lead and Licensed REALTOR

- **Served as the primary on-site project oversight lead** for a major regional home builder, managing every construction phase across multiple active homes simultaneously, including permitting, soil testing, foundation, slab, forms, framing, insulation, sheetrock, flooring, trim, paint, and final finish-out.

- **Scheduled and sequenced** all building trades and subcontractors across project phases, proactively resolving conflicts and preventing schedule gaps before they could create downstream delays.
- **Functioned as the sole communication authority** between the builder and home buyers at every phase, delivering progress updates, managing expectations, and escalating field issues for rapid resolution.
- **Verified construction milestones** against quality standards and inspection requirements at each phase gate before authorizing advancement to the next stage of work.
- **Led and supervised** a team of 12 or more REALTORS responsible for on-site sales, contract execution, and guiding buyers through the full new construction process from contract signing through closing.
- **Provided end-to-end relocation services** for military families through the USAA Relocation program, coordinating time-sensitive housing transitions into and out of Fort Bliss with full needs assessment and multi-party logistics management.
- **Managed residential properties** on behalf of owners, overseeing lease administration, tenant relations, maintenance coordination, and compliance with Texas property code and fair housing law.
- **Prepared and negotiated** listing agreements, purchase contracts, and addenda in full compliance with TREC standards, coordinating all transacting parties to deliver on-time closings.

Bankers Life and Casualty

January 2008 to January 2012

Retirement Financial Planner

- **Advised clients** on retirement planning, life insurance, and long-term financial strategy, conducting thorough analysis of income, assets, and portfolio composition to develop personalized recommendations.
- **Maintained full compliance** with all applicable state and federal financial regulations, licensing requirements, and disclosure obligations while managing sensitive client financial records with strict confidentiality.

Otero County Processing Center

January 2006 to January 2008

Correctional Officer

- **Maintained safety and order** within a contract correctional facility, exercising real-time judgment under operational pressure and producing detailed incident reports, daily logs, and institutional documentation.

EDUCATION

Bachelor of Business Administration

University of Phoenix

Associate of Applied Science, Criminal Justice

University of Phoenix

LICENSE

Texas Real Estate Broker License TREC #619091 Active

LANGUAGES

English • Spanish