

CURRICULUM VITAE

JANE TRUST RYAN

REAL ESTATE BROKERAGE EXPERT, MANAGER, EDUCATOR, MS

600 Lincoln Ave
Hawthorne NJ, 07506

Cell - 201-566-6975

Email - JaneTrustRyan@gmail.com

Website - www.JaneTrustRyan.com



With 27 years as a licensed Real Estate professional, I have served as a Brokerage Leader, Compliance Officer, and Transaction Manager. I bring over 20 years of experience training 1,000+ agents in agency, law, contracts, negotiation, disclosure, compliance, and other real estate-related topics across various brokerage models. I am currently licensed as a Broker in NY, NJ, and PA, with past licenses in MD, DC, and VA. I have managed offices with 100+ agents and currently serve as Broker of Record within a network of over 400 agents. Additionally, I taught English in public high schools for six years.

Skills & Expertise

Standards of Care	Code of Ethics
Real Estate Brokerage Management	Due Diligence
Brokerage Agreements	Real Estate Education
Real Estate Contracts	Agent Supervision Training & Recruiting
Agency	Fair Housing
Fiduciary Duties	Agent Misconduct
Compliance	Broker Malpractice
Disclosure	Real Estate Fraud

Professional Experience

Broker of Record, Keller Williams Realty Integrity | (2020 – Present)

Team Leader - Keller Williams Realty Integrity

Investor Keller Williams Realty Integrity

Director of Expansion The Prosperity Network

- Provided broker support and consultation to 400+ agents, in contracts, agency matters, real estate law, negotiations, compliance, fraud prevention, and ethics.
- Directed operations and expansion initiatives across a multi-state network, Managed licenses across multiple states, ensuring operational consistency and regulatory compliance and implementing strategies for seamless growth and development.
- Successfully launched a new office, overseeing the entire process from franchising to full operational capacity, including securing office space and managing the build-out for a productive workspace.

- Delivered comprehensive training programs based on industry models and best practices, equipping agents with the knowledge and skills needed for success in areas such as contracts, negotiations, real estate law, and ethics.
- Reviewed hundreds of transactions annually, ensuring legal and regulatory compliance to mitigate risks and maintain smooth processes.
- Monitored advertising, social media, and marketing materials for compliance with legal and industry standards, minimizing potential risks.

District Sales Manager & iLeads Director for New Jersey & Long Island, NY | (2017 – 2020) Coldwell Banker Powered by Zip Team (Realty Holdings) – Florham Park, NJ

- Led sales production and improved lead conversion for a growing team of 250+ members across multiple regions. Took charge of a struggling team, reversing low profit and revenue numbers, and significantly increased both by year-end.
- Designed and implemented a district-wide prospecting and education program based on industry best practices, aligning with company strategy and vision. Developed and implemented a curriculum for CRM adoption, delivering a multi-format training program to managers, trainers, and agents.
- Contributed insights to executive leadership, presenting strategies to improve operations, identify new opportunities, and revitalize a dormant line of business.
- Advised national leadership on restructuring to meet market demands, supporting local leaders in managing change and securing team buy-in for new initiatives.

Branch Vice President & Sales Manager | (2015 – 2017)

Coldwell Banker Residential Brokerage – Wyckoff/Franklin Lakes, NJ

- Led operations and managed full P&L for an office of 100+ team members, providing guidance on transactions, negotiating with clients, and resolving escalated issues. Implemented company-wide initiatives to integrate services, marketing campaigns, and training programs.
- Established a focus on maximizing brand leverage, incorporating advanced cloud technologies, and enabling efficient client interactions. Ensured consistency in training, marketing, prospecting, client follow-up, and performance management.
- Recruited strategically, growing the team by 50% over two years by targeting under-represented markets to expand visibility and market share.
- Led a seamless office merger initiative, retaining all team members while ensuring a smooth transition by addressing individual needs and maintaining strong engagement.

Branch Vice President & Sales Manager | (2007 – 2015)

Coldwell Banker Residential Brokerage – Kinnelon, NJ

- Led daily operations and managed full P&L responsibility across two locations, overseeing 64 team members and administrative staff. Successfully transformed branch performance, driving significant growth during a challenging market and improving profit ranking from 52 to 9 among regional branches.
- Fostered a culture of teamwork, open communication, and recognition of achievements. Trained team members to enhance sales through digital marketing strategies, including social media, personal websites, lead generation, SEO, and online advertising.

- Developed and executed targeted advertising campaigns to increase visibility in key markets, elevate the team's community profile, and build brand loyalty for both the team and company.
- Significantly reduced operating costs by analyzing financials and implementing strategic decisions, including facility consolidation, while maintaining team morale and engagement.
- Recruited top-performing talent from a competitor, building a market-leading team that dominated for six consecutive years, significantly impacting the competitor's ability to recover.
- Led the field beta test for a new credit check system, collaborating with leadership, communicating with stakeholders, delivering training, and resolving challenges to successfully roll out the system company-wide.

Real Estate Sales Agent | (2005 – 2007)

Coldwell Banker Residential Brokerage – Ridgewood, NJ / New City, NY

- Recognized as the top officer producer with more than \$5M in annual transaction revenue. Built the business from scratch in a new market area with responsibility for sales, marketing, business planning, and forecasting.

Real Estate Agent | (1997 – 2005)

Long & Foster Realtors, Inc. – Bethesda, MD

- Consistently performed as the top producer in the office; served as a member of the leading team in the company, with an average of 36 high-end transactions and \$30M in sales volume annually.

Early Public Education & Curriculum Development Roles

Teacher | Clarkstown Central School District – New City, NY (1994 – 1997)

Teacher | New York City Board of Education – Brooklyn, NY (1992 – 1994)

Education

Real Estate SalesPerson Licensing Course Maryland - 1997 - 90 hours

Real Estate SalesPerson Licensing Course New York - 2005 75 Hours

Real Estate Brokers Licensing Course New York - 2006 - 45 hours

Real Estate Broker Licensing Course New Jersey - 2008 -150 hours

Real Estate Brokers Licensing Course Pennsylvania - 2024 - 15 hours

Semi-annual Continuing Education NY, NJ, PA

Master of Science, Education (3.955 gpa)

Fordham University at Lincoln Center – New York, NY

Bachelor of Arts, English / Education

University of Scranton – Scranton, PA

Licensing & Certifications (initial license dates)

New Jersey Real Estate Broker | New Jersey Real Estate Commission (2005; 2008; Active)

New York Real Estate Broker | New York Board of Real Estate (2005; 2006; Active)

Pennsylvania Real Estate Broker | New York Board of Real Estate (2023; Active)

Maryland Real Estate SalesPerson | Maryland Real Estate Commission (1997; Inactive)

Virginia Real Estate SalesPerson | Virginia Real Estate Board (2001; Inactive)

Jane Trust Ryan - Curriculum Vitae - February 2025 - This document is not a retention agreement. A retention agreement is always required in order to be retained.

Washington DC Real Estate SalesPerson | Washington DC Real Estate Commission (2000; Inactive)
Teaching License - 1991

Membership & Associations

National Association of Realtors - 1997 - present
New Jersey Association of Realtors 2005- present
Sussex County Association of Realtors 2021- present
Greater Capital Association of Realtors (Albany NY) 2025-present
Greater Bergen Association of Realtor 2005-2007, 2015-2021
Passaic County Association of Realtors 2007-2015
Rockland County Board of Realtors - 2005-2007
Hudson Gateway Association of Realtors - 2023-present
Pike Wayne Association of Realtors - 2023 - present
Greater Capital Association of Realtors 1997- 2005

Designations (past and present)

Previews Property Specialist (Luxury Homes Sales) Coldwell Banker
ABR - Accredited Buyer Representative

Board Appointments & Community Outreach

Sussex County Association of Realtors - Realtor Political Action Committee Chair 2021-2023
Passaic County Association of Realtors - Grievance Committee - 2009-2010

Coldwell Banker RB Cares Foundation of NJ – Chairperson (2015 – 2017)

CBRB Cares funds hyperlocal charities by focusing agents and staff on the concepts of community and teamwork. The organization creates a positive culture and work-life balance within our offices and in the towns where we live and sell.

- Re-created our annual fundraising event, from the ground up. Attracted more than 600 attendees and raised \$100K, the largest attendance and highest amount raised for any event to date. Worked closely with the company President and foundation leaders at the state and national levels, to organize and execute this highly successful charity event.
 - Organized CBRB Cares Day, a company-wide day of service involving all 51 branch offices. Motivated participants and helped select projects for each office. Created the marketing campaign, developed social media content, and organized film crews and journalists to secure broad media coverage and generate attention.
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Awards & Professional Recognition

President's Council Award – Top 10% of 800 Offices Nationwide | Coldwell Banker NRT (2015)

Top Recruiter Award – 2nd Highest Gross Profit from Recently Hired Recruits | Coldwell Banker NRT (2013)