

DOROTHY M. MAYES

Seffner, Florida | (813) 477-4961 | AmayesingVentures@gmail.com

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with extensive experience spanning government support services, property claims, real estate, travel advisory, and administrative consulting. Proven ability to manage complex operations, deliver high-level customer service, and support public and private sector initiatives.

CORE COMPETENCIES

- Government & Administrative Support
- Property Claims Investigation
- Real Estate & Property Management
- Travel Planning & Logistics
- Contract & Vendor Coordination
- Business Operations Improvement
- Customer Relations
- Notary Services

PROFESSIONAL EXPERIENCE

AMAYESING 1 VENTURES LLC – Owner (2023–Present)

Provide consulting, travel services, notary services, and business support for government and private clients.

Nationwide Mutual Insurance – Senior Property Claims Rep (2006–2010)

Manage claims lifecycle, investigate losses, ensure compliance, and resolve claims efficiently.

People's Choice Realty – Realtor (2002–2020)

Advise clients, negotiate transactions, manage listings, and coordinate closings.

City of Tampa Police Dept – Communications Technician (1985–2003)

Dispatched emergency services, managed systems, and supported training and operations.

LICENSES & CERTIFICATIONS

Florida Real Estate License

Notary Public (RON, Mobile & In-Person)

Florida Licensed Claims Adjuster

Licensed Expense Agent

EDUCATION

University of South Florida – MPA Coursework

Alcorn State University – B.S. Business Administration