



**THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001**

August 16, 2022

VIA HAND-DELIVERY

Honorable Donna M. Frett-Gregory
Senate President
Thirty-Fourth Legislature of the Virgin Islands
Capitol Building
St. Thomas, Virgin Islands 00802

Re: Governor's Nomination of Kasima I. Hodge – Virgin Islands Real Estate Commission

Dear Madam President:

In accordance with provisions of Title 27, Chapter 15 § 434 of the Virgin Islands Code, I hereby nominate Ms. Kasima I. Hodge to the Virgin Islands Real Estate Commission for the District of St. Thomas. The term of the appointment is four (4) years.

Accordingly, it is my pleasure to ask the advice and consent of the Thirty-Fourth Legislature on this nomination. A copy of Ms. Hodge's resume is enclosed for your review.

Your prompt and favorable confirmation will enhance the Commission's ability to meet its robust agenda and serve the people of the Virgin Islands.

Sincerely,

A handwritten signature in blue ink, appearing to read "Albert Bryan, Jr.", with a long horizontal stroke extending to the right.

Albert Bryan, Jr.
Governor

Enclosure

Cc: Honorable Senator Milton E. Potter
Chair, Committee on Rules and Judiciary

Kasima I. Hodge, MBA

kasimahodge@gmail.com •  • www.linkedin.com/in/kasima-hodge-87756678

Association Management Professional

Experienced professional with extensive knowledge of Realtor® association management, financial and business principles. Adept at developing and implementing solutions to problems. Well-disciplined with proven ability to independently and efficiently manage multiple high pressure, short-fused assignments.

Dedicated leader who demonstrates excellent interpersonal skills and strong management background. Methodical and detail oriented with exceptional ability to analyze data and translate into effective decisions. Willing to put forth the extra effort required to seek out and make improvements.

Proven expertise in:

- Realtor® association and MLS management
 - Financial, budgeting and cash management
 - Training & leadership development
 - Team building
 - Microsoft Office Suite
 - National Realtor® Data System (NRDS)
 - NAR Ecommerce online billing system
 - Dropbox
 - Great Plains & PeopleSoft
 - Intuit QuickBooks & Quicken
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PROFESSIONAL EXPERIENCE

Chief Executive Officer - St. Thomas & St. John Boards of Realtors® 2006 - Present
Manage both Realtor® associations in a "virtual" environment, including all accounting operations as well as providing professional staffing for both associations' governance and community activities. Personally managed the associations' transition to "virtual", resulting in a 40% reduction in their collective operating expenses.

Among my specific responsibilities as their Chief Executive Officer:

- Overall professional management of the associations
- Preparing for and staffing of committee and board of directors' meetings
- Processing all new member applications in accordance with local and NAR bylaws
- Drafting and publishing the associations' newsletters and other all-member communications
- Preparing annual dues and MLS billings using NAR's ecommerce system
- Maintaining accurate membership records in the National Realtor® Data System (NRDS)
- Maintaining and updating both association websites.
- Managing all phases of operation for two multiple listing services, including vendor relations, policy development, and ensuring compliance with NAR MLS policies and procedures.
- Integrated local government property data into Flex/MLS
- Negotiating new vendor contracts.
- Coordinating activities and plans with the territorial association to ensure maximum program impact.
- Building and maintaining relationships with various Virgin Islands governmental departments
- Ensuring compliance and conformance with NAR's Core Standards, bylaws and policies
- Performing all accounting functions, including financials, bank reconciliations, budget-to-actual comparisons, accruals, payables, vendor contract reviews, transaction coding and reviewing of bookkeeper's entries.
- Filing of required online financial and tax reports with the territorial Internal Revenue Bureau
- Ensuring compliance with IRS regulations governing 501(c)(6) trade associations
- Working toward RCE (Realtor® Association Certified Executive) designation

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EDUCATION

Master's in Business Administration

University of Phoenix, Phoenix, Arizona 2007

Bachelor of Arts, Sociology

Clark Atlanta University, Atlanta, Georgia 2003

Certifications

- Professional Standards Administrator Certification (2020)
- Realtor® Association Certified Executive (RCE) designation

REALTOR® Association Training & Conferences

NAR Association Executives Institute
(2010, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019)

NAR Conferences Attended

- Leadership Summit
- Mid-Year Legislative Conference
- Annual Convention
AE Institute

COMMUNITY

- Basketball Coordinator and Coach
- Basketball and Soccer School Coordinator
- Basketball and Soccer Divisions Manager
 - Volunteer Teaching Assistant
 - Volunteer Special Olympics