

Summary of Qualifications

- Dedicated and technically skilled business professional with a versatile administrative & marketing support skill set developed through experience as an office manager, advertising executive & business owner.
- Proficient in resolving challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
- Advanced computer skills in MS Office, and other applications/systems for MAC and PC.

Areas Of Expertise

- | | | |
|------------------------|-----------------------|---------------------------|
| • Communication Skills | • Budget Management | • Detail Oriented |
| • Reports Compilation | • Data Analysis | • Creative Problem Solver |
| • Document Management | • Process Improvement | • Project Management |

Green Diamond Electric

Office Manager • 2015 - Present

- Maintain company books including A/P, A/R, bank statements and other reports.
- Managed schedules, organized office functions, and oversaw daily operations of office.
- Logically created and modified spreadsheets with formulas to analyze data in effective manner
- Develop marketing for launch of new business venture.

Atlanta Communities Real Estate Brokerage

Team Office Manager • 2012 - 2015

- Supported Multi-Million dollar producing team in all administrative and office duties.
- Developed efficiency-enhancing workflow/process improvements.
- Schedule, coordinate and prepare documents for listing appointments, closings and meetings.
- Analysis of current market pricing, demand and inventory of supply.
- Track and monitor client files from initiation to closing.
- Develop and institute marketing campaigns to increase leads and special events.

MHL Organizing

Professional Organizer • 2006 – 2011

- Assess and develop a plan of action for individuals and businesses based on client's habits, needs and vision for their space.
- Assist clients in all areas of their organizing ranging from room layout designs, paper and file management, digital file management, move management, and disposal services.

Keller Williams Realty

Real Estate Consultant • 2006 - 2011

- Consistently rank amongst top agents for days on market for sales and listing price versus sales price.
- Convert leads to customers by building relationships, product education, impeccable customer service, recognizing client needs, and providing innovative solutions.

- Early Career in Marketing/Advertising -

Campbell-Ewald ~ Chevrolet Account

Account Executive • 2002 - 2006

- Comprehend regional business plan goals and identify strategies for brands to support the goals.
- Coordinate activities with promotional/merchandising partners and diversity agencies.
- Write creative briefs and coordinate completion of creative material consistent with media plan for regional and local needs/opportunities.
- Develop material for communication packages to dealer and wholesale participants (media billing, newsletters, etc.).

Foote, Cone & Belding ~ Taco Bell Account

Account Executive • 2000 - 2002

Assistant Account Executive • 1998 - 2000

- Development of gorilla marketing plans for various Southeast Region franchise operations.
- Develop multi-layer local overlays to maximize Taco Bell national marketing plan with elements including point of purchase, direct mail, newspaper, outdoor, radio and television.
- Analyze core consumers' buying habits using focus groups, syndicated research and sales performance data.

- Education & Professional Development -

University of Georgia • *B.A., Speech Communications*

Athens, GA

National Association of Realtors • *Licensed Realtor*

Marietta, GA

Professional training in QuickBooks, Microsoft office & CSM programs