

Eric VanKirk

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OBJECTIVE

To work in an environment that rewards employees for hard work and a positive attitude and has growth potential for both employees and the business.

SKILLS

MS Word, Excel, Power Point, Outlook, Access, Publisher, Quickbooks, Intuit
Various Bookkeeping/Payroll/Investment/Inventory Software
Trello, Airtable, Monday.com, Needles, Filevine, WordPress
Speak Spanish and German

EXPERIENCE

Oct 2019 – Feb 2022 Legal Analysts, LLC Houston, TX
Vice President Business Development

- Manage a staff of 25+ employees as well as marketing to new clients via telephone, letters and e-mails, and personal visits
- Track daily incoming files, disseminate to correct department and personnel to separate, name, read, and sort documents
- Follow up with accounts to ensure quality control
- Utilize Trello, Airtable, and Monday.com to organize documents for pretrial depositions, arbitration/mediation, and trial
- Use Trello for project management, keeping all projects up to date and ensuring each file and case moves in a smooth and timely manner, keeping each employee and client up to date on all pertinent tasks

Sept 2013 – Oct 2019 Keller Williams Realty Downtown, LLC Denver, CO

Realtor

- Daily marketing to new clients via telephone, letters, and personal visits
- Facilitate the purchase or sale of residential and investment real estate, ensuring all necessary paperwork is signed by all parties and all deadlines are met
- Meticulously track all Business expenses throughout the year, reviewing our profit and loss on a weekly, monthly, and yearly basis
- Use excel for multiple tracking reports, including marketing responses, ensuring we are targeting the right areas and getting an acceptable return from money spent on marketing. Using excel we track our contacts and follow-ups from our

marketing, keeping accurate records of who we talk to, when, and what the next action following the call is to be

Sept 2012 – Sept 2013 Keller Williams Elite Realty, LLC Bonita Springs, FL
Realtor

- Same as above

Feb 2008–May 2011 Zivkovic & Associates Real Estate Svc, LLC. Fort Myers, FL
Administrative Assistant/Realtor/Property Manager

- Care for day-to-day tenant issues from leaking faucets to replacing water heaters
- Locate new tenants for vacant units
- Screen prospective tenants by checking background, credit, employment, and rental history
- Prepare monthly profit and loss statements for property owners using rental property software
- Locate houses for investors/end users to purchase

May 2002- April 2004 Malone's Bar and Grill Arvada, CO
Bar Manager/Bartender

- Managed all aspects of bar related activities such as hiring, scheduling, liquor ordering, and inventory using Excel for all
- Implemented training courses for new employees (servers and bartenders)
- Monthly meetings with the owners to discuss promotions, profit and loss, and which areas needed to be addresses in order to realize the most profits.
- Managed a staff of eight bartenders with weekly sales of around \$25,000

June 1999 – May 2002 Alice Cooperstown Denver, CO
Bar Manager/Bartender

- Opened a brand-new restaurant and was responsible for the design of the main floor bar as well as the upstairs dance club bar
- Responsible for hiring and scheduling a bar staff of around twenty-five employees as well as responsible for employee termination
- Bi-weekly inventory of all bar related items including alcohol, mixers, fruit, and all other necessary bar supplies
- Prepared monthly Power Point sales reports
- Scheduled promotions with venders for sporting events and live music
- Weekly sales ranged from \$70,000 to \$150,000

April 1996 – June 1999 Nortel Network Houston, TX
Payroll Supervisor

- Collect, calculate, and enter payroll Data
- Prepare reports by job description and department for budget analysis
- Address payroll related concerns and provide accurate payroll information
- Develop, manage, and maintain payroll records systems

EDUCATION

1993	Graduated Willis High School	Willis, TX
1993-1995	Sam Houston State University	Huntsville, TX
	<ul style="list-style-type: none">• Majored in Chemistry and Spanish with a Minor in Physics and German	
2010 - Present	Colorado Technical University Online	Denver, CO
	<ul style="list-style-type: none">• Major: Business Administration	

CERTIFICATIONS

Jan 5, 2005	Acquired my Private Pilot Certificate	Fort Myers, FL
Feb 20, 2008	Passed my certification for Florida Real Estate	Fort Myers, FL
Oct 15, 2013	Passed my certification for Colorado Real Estate	Denver, CO