Tonee Muldrew

| (254) 421-4396 | tunneltonee@outlook.com

Experience

**Jinn Two**| 1000 Aviara Dr Ste. 300 Carlsbad, CA 92011

Call Center Representative| August – Present

* ▪Process incoming calls
* ▪Route callers to appropriate Offices
* ▪Maintain a detailed call log using Excel
* ▪Process New lead information into BMA database
* ▪Respond to emails regarding client inquiries and pass along leads to agents
* ▪Daily database maintenance (Check for bad addresses and phone numbers)

**Keller Williams Carlsbad**| 6005 Hidden Valley Rd, Carlsbad Ca, 92011

Realtor | July 2021 - Present

* ▪Prospect clients to work with
* ▪Run and manage a client and vendor database
* ▪Over see of all marketing and financing of business
* ▪Write up contacts and close deals
* ▪Spend time with clients and ensure all needs are met with excellent service
* ▪Show homes

**Beach Terrace Inn**| 2775 Ocean st, Carlsbad, CA 92008

Pool Ace| June 2020- March 2021)

* ▪Execute all guest requests i.e (chairs, umbrellas, towels)
* ▪Provide excellent service for all guests
* ▪Maintain the upkeep of the pool and surrounding areas.

Education

**Texas Tech University**

B.A. Electronic media and communications (5 semesters)

**Mira Costa College**

Certificate System Administration (Present - Anticipated May 2022)

Associates System Administration (Present- Anticipated December 2022)

Skills

* ▪Device (router/switch) Configuration
* ▪Advanced Networking
* ▪PC Repair/ Maintenance
* ▪Abstract Cognition

Certifications/ Licenses

* ▪Google IT Professional
* ▪Real Estate License DRE# 02153998
* ▪PADI open water diver
* ▪CompTIA Network+ (Anticipated Dec.16 2021)