

Angeline Herrmann

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Career Profile

With my five years of experience in administrative positions, I have a variety of experience in administrative support, real estate sales and management, and event coordinating. As a Real Estate Broker, I created marketing material, sales procedures, budget analysis, database management, sales negotiations, contract interpretation, planned client events, etc. As an Executive Concierge for Evanta, a Gartner Company, I prepared, organized, and coordinated 20+ events yearly for C-level executives, attendance ranging from 100-300 attendees per event. Specializing in support and administrative management I have a passion for deadline-oriented projects and team collaboration.

Experience

Residential Real Estate, Keller Williams Realty, Oregon

July 2016 -

Real Estate Broker

April 2020

Managed business budget, legal documentation, transaction coordination and negotiations, business meetings, calendaring, and client and partner email correspondence.

Business management includes: Prioritizing transaction responsibilities, tracking past and projected revenue, P&L, taxes and deductible processes, business goals, reconcile invoices, planned and attend continued education.

Evanta, a Gartner Company, Portland, OR

Mar 2018 -

Executive Concierge

Mar 2019

Prepared, organized, and coordinated 20+ events yearly for C-level executive attendance ranging from 100-300 attendees per event. Handled precise and detailed emails and phone communication with executive attendants to coordinate needs and travel. Managed and maintained company databases, created, and proofed process documents for new team member training. Crafted and edited inter-department and outside communications, including organizing and scheduling business meetings for internal and external guests.

Kivel & Howard, Attorney's at Law, Portland, OR

Oct 2013 -

Administrative Assistant

Oct 2014

Transcribed and dictated confidential attorney/client letters and internal and external company communication. Processed incoming and outgoing mail, data entry for record-keeping, handled all questions from clients, and post case client care. Assisted a team of four high-level attorneys with a variety of administrative duties as requested with quick turn around and hard legal deadlines.

Education

Bachelor's Degree in Counseling, Portland College

2015

Voluntary Activities

New Life Ministries, Phnom Penh, Cambodia - Teacher, Counselor, Child Care Provider

Jan 2013-

Taught English at New Life School, a nonprofit organization. Provided counseling, administrative work, and sanitation training for rescued women and children in an emergency capacity. Provided child care, counseling, and schooling for ex-pat families.

July 2013

Mannahouse, Portland, OR - Hospitality Team Lead

Managed a team of 30+ volunteers providing hospitality services for a variety of events. This included recruiting, managing inventory and planning team building events.

2014 - 2018