

# Magdalena Rosa

Orlando, FL. 32805

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## Overview

***Dedicated and technically skilled business professional with a versatile administrative support skill set, developed through experience as an Office Manager and Business Administration. Experienced Realtor  
Licensed & Bonded Notary Public  
Bilingual: English & Spanish***

## Key Skills

*Intranet/Extranet accounts expertise for homebuilders  
MS applications. Quickbooks. Drop box. MLS  
Policies & Procedures Manuals creation/distribution  
Strong interpersonal and customer service skills  
Customer Relations expertise  
Digital Signing & Sealing Architectural plans for permitting*

*Liaison in International communications  
Exceptional time management  
Cert. Of Liability Compliance Department  
Documentation and planning experience  
Strong team commitment and leadership skills  
Property research  
Real Estate Agent (Realtor) Notary Public Licensed & Bonded*

## Employment History

### **Office Manager/Executive Administrative Assistant**

JWB Architects, Orlando, FL.

**2022-2023**

- *Handled all clients & Prospect calls*
- *Worked with Administrative Digital server files*
- *In charge of all office supplies & Equipment*
- *A/P & A/R handled Collections & disputes*
- *Assisted in Payroll & HR. In charge of bank deposits*
- *Digital sign & seal documents & plans*
- *Signed & Sealed Plan Drawings for clients*

**Sales Associate/Realtor**

Charles Rutenberg Realty. Orlando, FL.

**2020-2023**

- *Prospecting*
- *Lead generation*
- *Sales - Buyers, Sellers, & Investors*
- *Marketing & Social Media*

**Concierge**

The Wellesley Condominium. Orlando, FL.

**2019-2021**

- *Front Desk*
- *Clerical duties & reports*
- *Resolving issues for residences*

**Owner Relations Coordinator**

Apecs Home Solution. Jacksonville, FL.

**2017-2019**

- *Created owner accounts on Property ware and Appfolio*
- *In charge of remodeling projects*
- *In charge of titles/ insurance documentation*
- *Sales & leasing - MLS search*
- *Assessed property condition for remodeling and estimate from vendors*
- *Assigned contractors to jobs*

**Leasing Coordinator**

Mckinley Apartments. Orlando, FL.

**2016-2017**

- *Lead Intake-Applications and background check*
- *Showed rental units-Customer relations*
- *Managed the maintenance team to get rent ready apartments*
- *Billing and payments*
- *On site supervising*

**Office Manager**

Landscape Maintenance Professionals.Orlando, FL.

**2014-2016**

- *Managed all employee records for HR and payroll*
- *In charge of all Quickbooks orders*
- *Handled all calls, and scheduled all jobs for the team*
- *Scheduled all office machines and field equipment for repairs and maintenance*
- *Provided and regulated all employee company policy manuals*

**Office Manager**

Zafiro Marble & Granite Works, Oviedo FL

**2012-2014**

- *Set up and Managed all accounts on the Intranet/Extranet with home builders such as, DR Horton, Park Square Home, City Homes, Ryan Homes and supply Pro with Lennar Homes.*
- *Managed all projects with superintendents, resolved any discrepancies.*
- *In charge of AP/AR & HR Made bank deposits.*
- *In charge of all office supplies & office equipment.*
- *Ordered all granite slabs and handled logistics.*
- *Scheduled all installations. Supervised fabrication.*
- *Personal assistant to the company President and Vice President.*

**Office Manager**

American Systems & Equipment Corp., Springfield, MA

**1995-2011**

*\*Consistent promotions throughout 16 year tenure with American Systems & Equipment Corp., for exceptional coordination of all office functions and team supervision.*

- *Managed machinery equipment/parts orders with domestic and international accounts. Served as executive assistant to the management team. Handled a busy phone system. Created automated daily stats reports that reduced inaccuracies and functioned as an important decision making tool for management.*
- *Quickly became a trusted assistant to the company President and executive staff as office manager. Maintained a reputation for a positive attitude and the production of high quality results.*
- *Quickbooks - Payroll - Taxes - Customers/Vendors*
- *Customer Relationship Management (CRM)*
- *Personal assistant to company President*
- *In charge of all Logistics*

## **Academic Credentials/Professional Certifications**

**Notary Public Licensed & Bonded** **2020-current**  
FLorida Notary Association Member

**Sales Associate Real Estate License**  
Department Of Business and Professional Regulation, FL **2020-current**

**Real Estate 63 hr. Certificate**  
Gold Coast Real Estate School, Orlando, FL. **2019-2020**

**Computer Software Certificate**  
Winter Park Tech. Winter Park, FL. **2011-2013**

**A.S. Business Administration Degree**  
Springfield Tech Community College, Springfield, MA **2005-2007**

**Accounting Clerk Degree**  
Midtown School of Business, NY, NY **1982- 1984**

## **\*Volunteer**

**Community Relations**  
Orlando Regional Realtor Association **2021-2023**  
Ronald McDonald House, Serving the community programs

**Administrative Assistant/Public Relations**  
Heart of Florida United Way, Orlando, FL **2015-2020**  
Administrative duties & event planning

**PTA President**  
Chestnut Accelerated Middle School-Springfield, MA **2006-2009**  
Responsible for five committees.  
\*Managed and raised \$10,000 via fundraising for school programs