

Clerical / Data Entry Clerical / Data Entry Clerical / Data Entry Houston, TX Authorized to work in the US for any employer Work Experience Clerical / Data Entry Coldwell Banker United Realtors - Bellaire, TX November 2012 to April 2019 77401 (713) 349-9700 * Answer phone calls * Check mail * Check email/website * Copying / Faxing / Filing all documents and files * Agent Calendar and Travel Arrangements * Scheduling meetings * Heavy Data Entry - Customer, Vendor and Contractor Database set-up, maintenance, distribution and back-up * Marketing Program to potential buyers/sellers and current customers utilizing customer database * Typing correspondence and contracts and agreements * Purchase orders * Billing / Invoicing tenant/landlords and high-rise apartments for rent and referral fees. * Collection of rent and referral fees * Accounts Payables / Receivables * Scheduling of contractors * Expense Reports * Office Supplies Marketing Assistant / Database Administrator Better Homes & Gardens Real Estate, Gary Greene - Houston, TX October 2010 to October 2012 77056 (713) 465-6644 * Assistant to Director of Strategic Planning (Marketing) * Checked emails from over 350 agents in 15 different offices * Heavy Data Entry into customer database * Collected Seller, Buyer, Tenant and Landlord information from all agents via telephone, inner-office correspondence, and emails * Maintained customer database daily, adding and making changes * Heavy Data Entry into Agent Database, to include photos of agents using Adobe Photoshop * Maintained Agent Database with current photos.

* Mail Merge letter every month to hire new recruits from Texas Real Estate Commission, downloaded graduate database from TREC web-site. * Implemented and maintained policies and procedures for company's custom software / marketing program. * Defining objectives of database implementation through consultation with staff at all levels * Testing and Modifying databases to ensure that the operate reliable * Provided user training, support and feedback * Monthly Reports to Management utilizing database information Project Assistant Shelby Ranly & Associates, Home Builders - Houston, TX January 2002 to August 2010 77024 (713) 668-7008 * Answer phone calls * Check mail * Check email/website * Agent Calendar and Travel Arrangements * Filing * Scheduling meetings * Transcribing * Data Entry - Customer Database set-up and maintenance * Typing correspondence, contracts and agreements * Scheduling of contractors * Purchase Orders

* Order Office Supplies * Invoicing / Billing * Accounts Payables / Receivables * Payroll * Expense Reports * Office Supplies Education New Kent High School - New Kent, VA 1975 to 1979 Skills DATA ENTRY (10+ years), TYPING (10+ years), 80 WPM, GENERAL OFFICE, DATABASE (10+ years), Excel, Data-Entry, Data Entry Operator, Customer Service, Word, Outlook, Billing, Scheduling, Quickbooks, Filing, Time Management Additional Information Skills * Typing 80 wpm, Data entry 12,000 kph * Exceptional Written and Verbal Communication Skills * Advanced computer technology skills (Microsoft Office Suites and other custom software) * Expert Data Entry / Database Management Skills (Excel, Access, Act) * Advanced Accounting skills (Quickbooks, Quickbooks Pro) * Highly skilled in performing general office tasks * Able to work and converse efficiently with all levels of colleagues, clients and other external contacts * Exceptional time management and problem solving skills * Highly Detailed and Organized * Hard-working, Dependable, Punctual * Works well in a fast paced environment - Multi-tasker * Positive and Upbeat team player

Name: Jeffrey Ramos

Email: jacobsmatthew@example.org

Phone: 5146552083