216 N.W. 28th Ave.

Battle Ground, WA. 98604

Cell: 360.980.5060

Email: [kjp545@gmail.com](mailto:kjp545@gmail.com)

**Objective:**

To secure a career where I can apply and further my strengths in leadership and management through dedication and perseverance.

**PROFESSIONAL EXPERIENCE:**

**Streamline Mortgage Services Inc: Vice President**  **2009 - Present** \*Tracked Profit and loss \*Accounts receivable and payable

\*Maintained company files and records \*Client relations

\*Managed office personnel and 45 sub-contractors \*Hiring and Training office personnel and subs

\*Detailed data entry \*Oversee quality control operations

\*Conflict resolution for clients and sub-contractors \*Plan and lead company meetings

**Cascade Mortgage Services: Office Manager 2008 - 2009**

\*Answered multi-line phones \*Managed office personnel

\*maintained client accounts \*Tracked workflow

\*Kept strict deadlines \*Detailed data entry

**Military/Army:** **Water Treatment Specialist 2006 - 2008**

\*Operated heavy machinery used to decontaminate water

\*Completed all physical and mental training

\*Excelled in weapons training

\*Maintained standards set forth by my superiors

**Panasonic: Production Line 2005 - 2006**

\*Worked on a fast paced assembly line

\*Learned to work as a team to exceed quotas

\*Maintained a high level of quality

**EDUCATION:**

Clark College - Vancouver, WA. Certificate Received 11-29-2005

**SKILLS: Community Involvement:**

**\***Strong personal and verbal communication traits **\***Juvenile Diabetes Research Foundation

**\***Excellent leadership and project management capabilities **\*** Evergreen School District Foundation

**\***Excellent customer services qualities **\*** Relay for Life Team Member

**\***Strong Problem solving and conflict resolution