

Anna A. Grant

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Experience

EJD, LLP, Longmont, CO (June 2009 – May 2012; 2014 – Present)

Real Estate Management and Investment Company

- Office Manager, Property Manager, Asset Manager

Provided administrative support to peers and senior management. Streamlined office processes to increase efficiency and improve service. Tracked financial data and accurately processed account receivables and account payables. Demonstrated outstanding communication skills & continuously projected a highly polished professional image.

Grant Real Estate Company, Denver, CO (2017 – Present)

Real Estate Brokerage Company

- Associate Broker, REALTOR®

Assisted in acquiring and selling real estate. Worked in MLS system to find and analyze potential real estate sales. Created and implemented marketing campaigns to sell real estate. Negotiated the purchase and/or sale of real estate.

JJWells, Inc., Boulder, CO (December 2005 – December 2017)

Women's Boutique

- Part Owner, Sales Associate, Marketing

Updated store website; created a social media presence online. Performed ongoing customer/market research and demographic profiling to identify and capitalize on unmet market needs. Created concepts/ads for marketing campaigns for direct mail, print ads, email, social media, and in store marketing. Assisted in the management of the store, assisted in buying trips, and worked directly with customers on the sales floor.

State Farm, Purcellville, VA (November 2012 – March 2013)

Insurance Company

- Team Member/Insurance Representative

Established client relationships and followed up with customers, as needed. Developed leads, scheduled appointments, identified customer needs, and marketed appropriate products and services. Provided prompt, accurate, and friendly customer service which included responding to inquiries regarding insurance availability, eligibility, coverages, policy changes, transfers, claim submissions, and billing clarification.

Wolf Furniture, Leesburg, VA (July 2012 – May 2013)

Furniture and Mattress Store

- Sales Associate, Office Assistant

Inside sales associate, approached and assisted customers through the furniture buying process. Recommended products based on customer needs and desires, answered questions regarding products, maintained a knowledge of sales, promotions, store policies, and security practices. Prepared sales slips and contracts, arranged delivery and facilitated special requests and orders. Sold ancillary products such as insurance and service contracts, arranged financing options for customers. Provided knowledgeable, honest, and superior customer service.

Education

2004-2009

University of Denver, Denver, CO

Major: International Business

Languages and Technology

English: Native

Spanish: Intermediate

German: Intermediate

Windows; MS Word, Excel, PowerPoint, & Outlook; Purple Cactus (POS System); Timberline (Accounting/Property Management System); IRES and REColorado (Colorado MLS Systems); Programming: HTML, CSS, JavaScript, and JQuery.

References

Available upon request