**SUMMARY OF QUALIFICATIONS:**

* + Fast Learner
  + People Person
  + Problem Solver
* **EXPERIENCE:**
* **The Evangelical Lutheran Society - Bonell,** Greeley, CO **10/2014 - Present**

*Admissions*

● Assist Families with the transition to Long Term Care ● Understand and explain Medicare and Medicaid ● Follow established procedures ● Develop more efficient practices

* **Property Technica,** Greeley, CO **04/2013 - 10/2014**

*Office Manager/Real Estate Agent*

● Duties included running day-to-day operations, signing leases, listing properties, and just about anything that needed to be done for any of the company

* **Graphic.ly***,* Greeley/Boulder, CO **10/2011 – 1/*2013***

*Assistant to the CEO/Quality Assurance*

● Schedule meetings for CEO ● Make sure office is stocked ● Help keep employees happy ● Quality assurance on all android apps for Amazon, Android and Barnes and Noble App Stores ● App submission for Amazon, Android and Barnes and Noble App Stores  ● Worked with distributed team to ensure applications met standards

* **Property Technica,** Greeley, CO **06/2004 - 08/2009** 
  1. *Office Manager/Real Estate Agent/Human Resources*
  2. ● Duties included running day-to-day operations, signing leases, listing properties, running payroll, hiring firing and just about anything that needed to be done for any of the three companies
* **Community Advantage,** Fort Collins, CO **04/2005 - 04/2006**
  1. *SLS Coordinator*
  2. ● Duties included managing office, billing the state, scheduling multiple people to work with clients and working with the developmentally disabled. ● Grew the office to make money for the first time in five years

**SKILLS:**

● Microsoft Office Products ● Photoshop ● Writing

**EDUCATION/CREDENTIALS:**

**Inactive Colorado Real Estate License**

**Colorado State University,** Fort Collins, CO2009-2010 *Bachelor’s Fine Arts degree (Unfinished)*

**Aims Community College,** Greeley, CO2007-2009 *General Education Credits*

**College of Oceaneering,** Long Beach, CA2000-2001 *Commercial Diving/NDT Training*: Deans List Eight Times Lead Tender 15 weeks

*References available upon request*