




JORDANA BRUMFIELD

OPERATIONS MANAGER

 740.975.6671

 Jordana.rene16@gmail.com

 Sherwood, OR

EDUCATION

BUSINESS ADMINISTRATION
The Ohio State University
2009 - 2014

REAL ESTATE
Columbus State Community
College
2010 - 2012

SKILLS

Accounting
Accounts Receivable/Payable
Customer Service
Data Entry
Email Marketing
Google+
Microsoft Office
Office Management
Organization
Social Media Marketing
Time Management

SOCIAL MEDIA

[linkedin.com/in/jordana-baker](https://www.linkedin.com/in/jordana-baker)

[facebook.com/jordanabrumfield](https://www.facebook.com/jordanabrumfield)

PROFILE

Jordana is energetic and a self-starter with excellent analytical, organizational and project management skills. She is highly driven, maintains a positive attitude under pressure, and welcomes the challenge and responsibility of producing results quickly and efficiently.

PROFESSIONAL EXPERIENCE

Operations Manager /Bookkeeper- Keller Williams
Salem, OR | 2018- present
Westerville, OH | 2016 - 2018

Responsible for the operational and financial stability of the office. Maintain retention relationships with associates and interact with them daily. Some duties include processing payroll, weekly account reconciliation, accounts payable/receivables, processing 1099s and hiring.

Market Analyst - Bowen National Research
Columbus, OH | 2014-2015

Collect Data through a variety of means including interviews, on-line records research, and visual inspections. Required to travel weekly to housing markets throughout the country, photograph properties and complete site write ups.

Transaction Coordinator/ Realtor - Keller Williams Greater Columbus
Columbus, OH | 2012 – 2014

Oversee the contract to close process for an 8-million-dollar team. Schedule open houses, inspections, and home showings. Keep the office organized.

Escrow/Compliance Officer - Park National Bank
Newark, OH | 2009 – 2012

Review closed loan files to ensure proper documentation. Ensure any and all closing loan conditions are met and documented accordingly.

REFERENCES

Joe Janszen
Realtor/Broker- Keller Williams
614.216.4488

Ann Sullivan
Realtor/Former Supervisor – Keller Williams
614.962.6231

Benjamin Pflum
Team Leader- Keller Williams
419.966.0520

Jennifer Lewis
Long Time Friend
740.504.5773