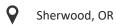
JORDANA BRUMFIELD

740.975.6671

✓ Jordana.rene16@gmail.com



OPERATIONS MANAGER

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

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