

SUMMARY

Throughout my extensive professional background, I have been a dedicated, organized & strategic administrator. I am an entrepreneurial thinker with a solution-minded & self-starter attitude. I believe that exceptional customer experience is the key to success in business, and I work to enthusiastically promote just such an experience.

EXPERIENCE

GROUP MANAGER

Location
(Date Range)

I currently oversee real estate transactions and office functions, as well as coordinate all transaction activity to ensure a successful closing process. I have also designed a system that communicates the buying & selling process to the client by leading them in a step-by-step manner that keeps them informed and involved throughout the transaction.

DIRECTOR OF OPERATIONS

Location
(Date Range)

I was responsible for team management, bookkeeping, and handling all HR activity. During my time there, I designed, developed and composed operation programs, policies, procedures, training and marketing materials, including the company website.

SERVICES DIRECTOR

Location
(Date Range)

I composed and administered policies & mission statements that focused the services division, assisting the company in earning the Ernst and Young Entrepreneur of the Year Award.

CLOSING MANAGER

Location
(Date Range)

I worked directly with the underwriting staff in closing loans and selling them to a secondary market.

LOAN OFFICER

Location
(Date Range)

I certified in courses for loan origination, processing, and underwriting. During that time, I also worked as a Chief Loan Closer and Office Manager.

EDUCATION

UNIVERSITY | Year: Master of Business Administration (3.87 GPA)

UNIVERSITY | Year: Bachelor of Science in Business Management (3.79 GPA)