REED BOGLE

* + 1. reedbogle@tx.rr.com

**Summary**

Office Administrative Professional with years of experience in ensuring that offices operate at maximum efficiency and that employees have the tools they need to perform their jobs to their highest potential.

**Qualifications**

* Understand day-to-day needs for operating an efficient, productive and flourishing office space
* Competent in facilities management and building maintenance coordination
* Superior writing, editing and proofreading skills

**Addison Group, Dallas 2014 - 2016**

*Office Manager*

* Manage branch office for national placement and staffing company
* Ensure contractors placed meet all requirements and compliance with federal law
* Maintain functioning office with daily problem resolution and necessary office procedures
* Assist employees with day-to-day office needs

**Ernst & Young, Dallas 2014**

*Facilities Coordinator (Contractor)*

* Ensure employees of big four accounting firm have all the tools they need to operate in office daily
* Coordinate meeting space for 300+ on-site employees and visiting partners
* Work directly with building management for maintenance and other issues

**Phoenix Houses of Texas, Dallas 2013**

*Executive Assistant*

* Perform all duties necessary to keep regional offices of national organization operating efficiently
* Serve as point of contact and information for all Texas staff as well as outside queries from the public
* Assist Development Director with database maintenance, fundraising needs and other duties

**Keller Williams Urban, Dallas 2012 – 2013**

*Market Center Administrator*

* Manage all branch administrative functions and operations for national real estate firm
* Process all accounts payables and receivables
* Track, record and report all revenue from real estate transactions
* Provide support for team leader/manager and act in manager position when needed

**Coldwell Banker, Dallas 2008 – 2012**

*Office Administrator & Sales Coordinator, Realtor*

* Manage all branch office operations for national real estate firm
* Process all property transactions: create, process and disseminate all commissions and income received
* Resolve payment discrepancies between title companies, agents and firm
* Perform all administrative Human Resources functions

**Non-Profit Consultant, Dallas 2002 – 2007**

*Black Tie Dinner, Inc., Board Member*

* Annual fundraising event: coordination of silent auction; management of 400+ volunteers over five days; other duties for organization as needed

*Equality Texas, Board Member*

* Board Secretary for statewide organization; coordinated and executed multiple fundraisers

Dodge & Cox, Investment Managers, San Francisco 1993 – 2001

*Mutual Funds Assistant*

* Copy Editor / Proofreader / Writer; duties included reviewing all shareholder-disseminated information
* Insured accuracy in all areas of reports prior to submission to the SEC
* Fund Shipping Manager; responsible for shipment of SEC-required documents to all shareholders
* Entrusted with office security technology implementation and oversight for $30 billion+ firm

**Education**

Real Estate License 2008

University of Alabama, Bachelor of Arts in English 1985 - 1987

Hollins University, Virginia 1983 - 1985