

Your Name

Your Address
Woodstock, GA 30189-7420
770-516-9713

Job Objective

To obtain a full time position in an office environment where I can utilize my office management, marketing, accounting, computer and people related skills to the benefit of my employer.

Experience

I have experience in a number of different companies that include Real Estate, Construction, Property Management, Advertising, Media Placement and Software Supply.

Strengths/Skills

- Ability to take initiative, multi-task and flourish in a fast paced office
- Attention to detail, establishing priorities and using my bookkeeping/accounting and computer skills
- Ability to interact well when meeting the public and in representing my company
- Ability to manage while enjoying interaction with my co-workers

Most Recent Work Experience

The Eason Realty Group Marietta, GA

February 2002 to Present

Was able to establish new accounting and office procedures that enabled the company to flourish and grow.

Position: Office Manager

Duties Included in this Position:

- Bookkeeping and Managing Company Finances using Quick Books.
- Data Base Management
- Reception Duties, Scheduling, and Providing Assistance to Agents, Developers and Builders.
- Preparation of Contracts
- Correspondence and Working with Suppliers.

Linda Joachim, Realtor Bloomington, IN

January 1999 to May 2001

Supported Linda in all aspects of her real estate career that enabled her to maintain a top Realtor status in Bloomington and Indiana. Was able to promote and increase her business.

Position: Executive Assistant

Duties included in this Position:

- Marketing
- Advertising
- Preparation of Contracts
- Daily interaction with other Realtors, customers and the general public
- Data Base management
- Showing properties to prospective clients and attending closings.

Education

- Associate Degree program in business administration in England.
- Courses in accounting, real estate and data processing.

Prior Work Experience

McKenzie Perry Homes, Woodstock, GA

Contract Administrator in New Home Construction. Checking contracts for completeness and accuracy, preparing Start Packages and change orders, interaction with builders and vendors. Some Accounts Payable.

Jeanne Walters Real Estate, Bloomington, IN

Office manager and assistant to the owner. All Real Estate duties plus some Property Management.

NBD Bank, Bloomington Indiana

Teller, this was a temporary position while I pursued other job opportunities.

Sabbagh Pickens Real Estate, Bloomington, IN

Real Estate Sales.

F. C. Tucker, Bloomington, IN

Real Estate Sales

Jeanne Walters Real Estate, Bloomington, IN

Office Manager and assistant to owner. Real Estate Duties, property management and bookkeeping.

J & S Development, West Hartford, CT

Property Accountant. Responsible for complete monthly property accounting on assigned residential properties.

Makairis Media Services, Bloomfield, CT

Billing Manager. Media Billing, Accounts Payable and Receivable.

Mintz and Hoke, Avon, CT

Client Accounting Manager - Advertising. Responsible for all department staff, training, and client billing.

Connecticut Business Computers, Avon, Ct

Assistant to Vice-President, Software. Office Management, Client Billing and support to The Vice President.

Avon Middle School, Avon, CT

Teacher Aide

Clarendon Laboratory, Oxford, England

Computer Assistant. Preparation and processing of computer work carried out by The Atmospheric Physics Department.

I was born in England and have resided in the United States since 1977 with my American husband. We have three grown children.