

## Professional Profile - Achievements

As the owner of Jane of All Trades, I have been able to utilize my skills in many different areas as a tool to expand my business. Stemming from my 13+ year tenure with Fidelity National Title Company the following shall attempt to outline the many different fields I am proficient in. I am adept in a variety of trades from Computer Support and Deployment to Administrative Assistant and Bookkeeper/Accountant to Receptionist/Customer Service. *There is no task too great or too small!*

- All Microsoft Office products knowledge
- Administrative Duties & Support
- Budgeting / Purchasing
- Human Resources / Payroll
- Escrow Procedures / Balancing
- Accounting / Bookkeeping
- Sales / Marketing
- Employee Training
- Desktop Computer Deployment & Support
- Systems Administration
- Technology Deployment
- Office Space Planning
- Project Coordination

## Professional Experience

Jane of All Trades, Skyforest, CA 92385  
**Business Owner**

***August, 2005 to Present***

As required by clients my responsibilities have consisted of:

- Office Administration and Management
- Human Resources / Payroll
- Accounts Receivable / Accounts Payable
- Bookkeeping / Balancing
- Data Processing / Correspondence
- Computer Maintenance
- Advertising / Marketing Research
- Project Management
- Processing Listing Agreements and Purchase Offers
- Escrow Coordination

Guaranty Investment Corporation, Grand Terrace, CA  
**Administrative Assistant / Office Manager**

***January, 2006 to August, 2006***

Responsibilities (including but not limited to):

- Assistant to C.E.O.
  - Develop Informational Reports with Microsoft Excel & Access
  - Payroll / Human Resources / Workers Comp. Claims
  - Bookkeeping / Operation Accounting with Quickbooks
  - Coordinate / Implement Office Reorganization
  - Coordinate Sale Escrow Transactions
  - List Properties on Multiple Listing Service online
  - Implement Marketing strategies
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Fidelity National Title Company, Santa Rosa, CA  
**System Administrator**

**September 2, 1992 to July 31, 2005**

Responsibilities (including but not limited to):

- Systems Support for Sonoma, Napa, Lake, Mendocino Counties
- Title and Escrow product deployment & support
- Office Networking Implementation & Support
- Desktop Development / Support with Remote Access
- Printer / Fax / Copier Installation & Support
- Implement / Maintain S.O.X. Compliance
- New Employee Setup / Training
- Develop / Implement System Admin. Organizational Tools
- New Office Implementation / Deployment
  - Space Planning / Furniture ordering with County Manager
  - Communicate with Networking Engineers for WAN Connection
  - Coordinate NGS Training / Deployment
  - Communicate with Builder/Developer for Building components
  - Coordinate Data / Phone Cabling Installation
  - Coordinate Telephone Line Disconnect (move) / Install
  - Coordinate Movers / Furniture Delivery

**Corporate Administrator**

Responsibilities (including but not limited to):

- Assistant to County Manager
- Develop Management Reports with Microsoft Excel
- Train new Employees
- Payroll / Human Resources / Workers Comp. Claims
- Bookkeeping / Operation Accounting with Quicken
- Attend company organized Trade Classes
- Coordinate / Implement Office Reorganization
- Schedule Office / Branch Meetings
- Fun Committee Chairman
- Coordinate Special Events
- Internal Systems Administration

**Lender Marketing Representative**

Responsibilities (including but not limited to):

- Develop business relationships with new Lenders
- Maintain business relationships with existing Lenders
- Report progress to County Manager
- Coordinate (internal) Office moves

**Escrow Officer**

Responsibilities (in addition to below and including but not limited to):

- Develop / Maintain business relationships with new clients
  - Develop / Maintain my own productive Escrow Desk
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### **Jr. Escrow Officer**

Responsibilities (in addition to below and including but not limited to):

- Process / Close Escrow Transactions
- Train new Assistants
- Back up Branch Manager / Escrow Officer
- Notarize Loan Documentation

### **Escrow Assistant**

Responsibilities (including but not limited to):

- Support High Volume Escrow Officer
- Open Escrow Transactions
- Order Demands / Insurance
- Schedule Appointments

## **Education**

Analy High School, Sebastopol, CA  
**Earned High School Diploma 1984**

## **References**

References are available upon request.

## **Salary Requirements**

Salary requirements are negotiable.

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