



DT

DIANE TORRES

(720) 869-0180

IGOTHISDT@GMAIL.COM

OBJECTIVE

Diverse experience in logistics and office management. Offering an outstanding work ethic and optimistic attitude, with excellent communication in English and Spanish.

SKILLS

Software Expert: Excel, Access, Word, Oracle, Outlook, Quick Books, Yardi, Rent Manager, Blue Moon, Onsite, Onesite, Tenant Tech

Recruiting, Staffing Human Resource Administration

Software Expert: American Contractor, People Soft, Kronos AS 400, 65 wpm and 5500 with accuracy

EXPERIENCE

Torres Trucking Position: Office Manager	Thornton, CO 1/18 – 9/22
Liberty Group Staffing Position: Staffing Coordinator Manager	Denver, CO 1/17– 12/18
Volunteers of America (LITC properties) Position: Assistant Manager	Denver, CO 11/15 – 12/16
Dunmire Property Management Position: The Wesley Property Manager	Denver, CO 1/14 – 10/15
Golden Nugget Apartments Position: Assistant Property Manager (Onsite)	Englewood, CO 8/10 – 12/13
The Sports Authority Position: HR Administration Assistant	Englewood, CO 2/00 – 7/10

EDUCATION

BL • 2015 • KAPLAN REAL ESTATE COLLEGE	4.0 GPA
BS • 2017 • METRO STATE UNIVERSITY	3.8 GPA
AS • 1993 • BROOKS COLLEGE (A.I.B.T)	4.0 GPA



TRUCKERCHICA71@GMAIL.COM



DTORRES71HAPPY



(720) 869-0180



IGOTHISET



EMAIL



DTORRES71HAPPY



(720) 869-0180



IGOTHISET