

ANN MARIE HODGE

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Broomfield, CO 80020

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ADMINISTRATIVE ASSISTANT

A dedicated and hands-on administrative assistant with more than 25 years of experience credited with combining attention to detail, organization and communication skills to efficiently support office operations in a wide range of industries. Highly achieved in working closely with high-level management as Personal Assistant. Proven proficiency in database management and accounting computer applications. Quick problem-solver able to manage multiple priorities simultaneously.

AREAS OF EXPERTISE

- Client Communication
 - Database Management
 - Promotional Materials
 - Customer Service
 - Scheduling & Coordination
 - File Set-up & Maintenance
 - Organizational Skills
 - Executive Assistance
 - Bookkeeping
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KEY SKILLS ASSESSMENT

OPERATIONS SUPPORT – Maintain accurate and updated files and data to ensure the smooth running of operations.

TEAM WORK – Committed to support internal teams through the exchange of knowledge, experience, and goal sharing.

PROFESSIONAL EXPERIENCE

KELLER WILLIAMS PREFERRED REALTY, WESTMINSTER, CO 2013 – PRESENT
REALTOR/ADMINISTRATIVE ASSISTANT TO TOP PRODUCING AGENTS

- Manage and update client and property data including creating and maintaining client files and entering property listings in MLS and IRESIS systems.
- Work closely with agents to coordinate and schedule showings for potential buyers.
- Support the conversion of prospects into sales by keeping an updated client database using Top Producer.
- Serve as buyer agent for both employing agents and personal clients.

GILLET VETERINARY, WESTMINSTER, CO 2009 – 2013
CUSTOMER CARE SPECIALIST/VETERINARY ASSISTANT

- Greet visitors, manage front desk inquiries, and schedule appointments using Avimark software.
- Take animal's history and assist doctor during exams to ensure that animals remain calm and secure.
- Prepare pets for surgery, administer vaccines, assist in taking radiographs, and perform dental cleanings.

INFINITY REAL ESTATE SERVICES, LLC, WESTMINSTER, CO 2008 – 2009
OFFICE MANAGER/PERSONAL SECRETARY

- Provide administrative support to managing brokers on a one-to-one basis.
- Prepare sales flyers for property listings and perform daily client mail outs.
- Ensure accurate bookkeeping by tracking and maintaining office expenses in QuickBooks.

RE/MAX NORTHWEST, WESTMINSTER, CO 2001 – 2008
MANAGER/PERSONAL ASSISTANT

- Make direct contact with existing and potential clients about property inquiries and other related information.
- Personal assistant to the top producing real estate agent including bookkeeping.
- Ensure timely completion of documentation by tracking contract dates and deadlines

EDUCATION & TRAINING

High School Diploma, Mt. Mercy Academy, Buffalo, NY