

Michelle Drake

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HR Specialist/Assistant

- Experienced professional seeking to fill an HR Specialist/Administrative position.

Experience

Office Manager

Reflection Windows

July 2014 - Present

- Admin to President and CEO
- Office Manager
- Assuring office is neat, and stocked with necessary tools for day to day task.
- Management of all Insurance claims, customer and insurance companies.
- Human resources-management of employees, time clock.
- Answering multiple lines
- Production
- Coordinating office functions

Office Manager/MCA

Keller Williams Realty

July 2011- April 2014

- Restructured office expenses to reduce outlay costs
- Full charge accounting, computerized bookkeeping. Prepare and transmit all production and accounting figures to Keller Williams Realty International
- Calculate and create reports for local MC and the region
- Process and pay all Associate commissions, payroll for entire office
- Hire office support staff
- Purchase office and activity supplies; manage vendors
- Find and recruit new agents for office, Career Night, solicit guests to

- join Keller Williams, host events once a month, setting up new agents
- Organized and recruited for a new Keller Williams in Ft. Collins, including obtaining licensing, initiating all aspects of a company...insurance, books, registering with the correct authorities...etc.

Realtor

Keller Williams Realty/Colorado Real Estate Company

May 2008- present

- Negotiate sale and purchase of residential property

Co-owner

Deckscape

Jan 1996- Nov 2011

- Sales and customer service, visited clients to discuss details of the contract
- Accounting and bookkeeping, payroll and taxes

Awards

Top Recruiter for Colorado Region

- Recruited more than 17 agents in 2013

Feb 2014

MCA Top Recruiting

Feb 2014

Top 100 recruiting MCA's 2012, 2013

Skills

- Great organization, attention to detail, good follow through from inception to completion, personality, ability to work with people, good listener.
- Experience with maintaining office staff, bookkeeping, customer service
- Ability to work with several operating systems, including Windows, Mac OSX

