

Judy Hawronsky

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Qualifications

Hiring, Human Resources Management, Customer Service, Data Entry Skills, Phones, Problem Solving, Multi-tasking, Territory Management, Closing Skills, Prospecting Skills, Professionalism, Invoicing, Tracking Inventory and Collections.

Experience

02/2006 – Current Managing Partner, Assistu2Build, Colorado Springs, CO Property Preservation

Perform varied and moderately complex support functions to ensure proper servicing, accounting, inspection and maintenance of properties that are in various stages of delinquency. Established guidelines and ensured property is maintained and protected. Also, monitored property inspections; verifies condition, occupancy and status on vacant properties replacing/reglazing/repairing/boarding windows, securing doors, and do a variety of other property management field functions. Also, handle special projects as determined by managing directors.

12/2003 – 02/2006 Intellimarc, Denver, CO Branch Manager

Maintained the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Responsible for maintaining work structure by updating job requirements, and job descriptions for all positions. Maintained organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes

09/1991 – 11/2003 MCI, Colorado Springs Customer Service

Served customers by selling products; meeting customer needs. Service existing accounts, obtained orders, and established new accounts. Submitted management reports such as daily call reports, weekly work plans, and monthly and annual territory analyses. Achieved high sales percentage with consultative, value-focused customer service approach. Provided accurate and appropriate information in response to customer inquiries.

01/1988 – 08/19910 Panther Storage & Rentals

Showed storage units and rental properties, prepared leases, credit checks, collected rents deposits ,maintained properties

Education

8/2004 – 5/2006 Pikes Peak Community College, Colorado Springs, CO Degree
8/1974 -5 /1976 Denison High Denison Texas Graduated with
Diploma