



Antonio Hermosillo

Professional Summary

An energetic and diplomatic advocate. Consistently celebrated by management and peers for insightful leadership, outstanding communication, and a natural sense of teamwork. With an inborn sense of drive and morality; I am capable of consistent problem-solving, applying myself to growth, and making a lasting positive impact in my environment. Creative and strong-willed, I will perform with conviction, and sensitivity to create positivity, inclusivity, and balance for all.

Work History

Conundrum Technologies - Executive Assistant

Denver, CO

07/2022 - 12/2022

- Assisted the CEO, COO, CFO, and President of a Home Automation and Renewable Energy Installation company catered to ultra high income real-estate owners across Colorado.
- Used software such as *Google Suite*, *Microsoft Office*, *Zoho CRM*, *Otter.ai*, and *BirdEye*.
- Organized and coordinated conferences and weekly meetings.
- Processed travel expenses (domestic/international) and reimbursements for the Executives.
- Developed and updated spreadsheets and databases to track, analyze and report on performance, sales, and leads data.
- Transcribed minutes of meetings to support sales, business development and senior management.

Thistle Communities - Executive Assistant / Office Manager

Boulder, CO

08/2021 - 07/2022

- Assisted the CEO, Operations Manager, and Board of Directors of an Affordable Housing Non-Profit of 800+ units across 13 properties.
- Used software such as *Yardi*, *Concur*, *Microsoft Office*, *Adobe Creative Suite*, *Google Suite*, and *ADP*.

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Skills

- Innovative Leadership
- Consistent Problem-Solving
- Effective Communication
- Natural Teamwork
- Expert Customer Service

Education

12/2016

Colorado Mesa University

Grand Junction, CO

Bachelor of Fine Arts: Dance

- Created multiple pieces of work for main-stage productions.
- Performed in 20+ dances, plays, and musicals directed and choreographed by faculty and students.
- Assisted in the theater department's "Dance Society".
- Assisted and performed in the Universities improv club "Oddly Appropriate".
- Performed in choreographic works by guest teachers from New York's *Broadway*, Lifetime's *Dance Moms*, Las Vegas' *Jabbawockeez*, and more.

- Managed internal and external meetings/tours/events for the main office.
- Handled daily incoming calls/emails, and distributed mail/packages to their respective departments (Invoices/Bank Statements/Expenses/Applications/Work Orders/Rent Checks/Deliveries).
- Logged daily expenses through Bank of the West for the CEO and Operations Manager.
- Managed monthly team meetings, and quarterly team events by coordinating with catering companies, setting up decorations, and communicating with staff to ensure proper scheduling.
- Handled weekly grocery and office supply purchases.
- Assisted new hires with setting up their offices/cubicles.
- Provided receptionist tasks for prospects/applicants/residents.

North Main At Steel Ranch - Leasing Consultant

03/2021 - 07/2021

- Worked in an A-Class Luxury Apartment Complex with 200+ units.
- Used software such as: *Yardi, Knock, RentCafe, OnSite, and Domuso*.
- Took on the responsibilities of an Assistant Community Director by addressing and following up with lease violations, lease renewals, updating lease contracts with current residents, and secured lease payments for current residents.
- Coordinated day-to-day operations such as: setting up the clubhouse and model unit for tours, checking emails and voicemails for prospect requests and resident comments, posting ads to Craigslist, placing work orders for maintenance, and transferred physical files to digital formats via OnSite.

Country Club Towers - Front Desk Concierge

08/2019 - 03/2021

- Worked in an A-Class Luxury Apartment Campus with 900+ units.
- Successfully worked all shifts (Morning, Mid-Shift, Evening, and Overnight).
- Awarded "Employee of the Quarter" within my first 6 months of employment.
- Assisted in training new concierge for all shifts (Morning, Mid-Shift, Evening, and Overnight).
- Coordinated day-to-day operations such as: checking in and auditing incoming packages, made reservations for amenities, scheduled prospects on tours for leasing, placed work orders for maintenance, communicated with security during overnights, and organized the front desk daily.
- Used software such as: *Yardi, Building Link, Acuity Scheduler, Knock, Smart Packages, Monitor Station, and Alarm Monitoring*.

Certifications

- CAA - Certified Administrative Assistant

Intentional Reading Material

- *The New Executive Assistant* by Jonathan McIlroy
- *The Leader Assistant* by Jeremy Burrows
- *What the CEO Wants You to Know* by Ram Charan
- *Successful Onboarding* by Mark A. Stein
- *The Essential HR Handbook* by Sharon Armstrong
- *You Don't Need a Title to be a Leader* by Mark Sanborn
- *How to Write Copy that Sells* by Ray Edwards
- *Building a Story Brand* by Donald Miller
- *The Hidden Psychology of Social Networks* by Joe Federer
- *Think and Grow Rich* by Napoleon Hill
- *The Richest Man in Babylon* by George S. Clason
- *Just Keep Buying* by Nick Maggiulli
- *The Alchemist* by Paulo Coelho

Cottonwood Suites - Front Desk Agent / Houseman

05/2015 - 05/2019

- [Front Desk] Worked in a C-Class Short-Stay Hotel with 150+ units.
- [Front Desk] Successfully worked multiple shifts (Morning, Mid-Shift, and Evening).
- [Front Desk] Awarded "Employee of the Quarter" in Summer 2016 by the Division Manager for receiving the most positive TripAdvisor reviews during that season.
- [Front Desk] Assisted in training new Front Desk Agents for multiple shifts (Morning, Mid-Shift, and Evening).
- [Houseman] Maintained neatness of lobby, public spaces, trash rooms, parking lot, and offices. Stripped vacated rooms of dirty linen and trash, and assisted housekeepers in cleaning rooms when needed.
- [Houseman] Trained several houseman for two shifts (Morning and Mid-Shift)