

# ANGELA H. CURTIS

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## PROFESSIONAL EXPERIENCE

### **Coldwell Banker Residential North Metro**

Westminster, CO

#### *Licensed Real Estate Broker*

2004 – 2012

- Residential Broker/Realtor specializing in first time home buyers
- Responsible for all marketing, customer service and sales functions as a Buyer's agent or Seller's agent.
- Created and distributed neighborhood newsletter to provide community resources and networking opportunities.
- Ran successful sole- proprietorship for real estate career.

### **PrimeSource Staffing**

Colorado Springs, CO

#### *Onsite Manager*

2000 – 2003

- Implemented a workforce training and development program for call center contract employees.
- Responsible for the day to day administration and consistent application of policies involving high volume recruitment, applicant tracking, interviewing, background checks, offers and personnel administration.
- Conducted educational workshops on workforce changes.

### *Area Service Manager*

Denver, CO

- Responsible for customer service functions at four Front Range office locations.
- Participated in sales presentations with business development team.
- Generated new business growth opportunities with existing clients through up selling and delivering exceptional customer service.
- Prepared, analyzed and presented weekly, monthly and quarterly client staffing reports.
- Provided career development, training and support for internal staff.

### **Adecco Corporation formerly Olsten Corporation**

Holland, MI

#### *Branch Manager*

1997 – 2000

- Responsible for overseeing and maintaining all branch and client site operations and sales functions.
- Generated new business clients through trade publications and Human Resources networking organizations.
- Initiated and executed college internship program, reducing overhead staffing costs while providing area college students the opportunity to gain real world job applications.
- Maintained zero percent internal staff turnover for nearly three consecutive years.
- Conducted Performance Appraisal associate training.
- Maintained top 15 accounts as exclusive or primary supplier of supplemental staffing users.
- Provided staff development to maintain zero bad debt on branch receivables.
- Performed payroll functions, including printing, verifying and distributing checks.

### *Account Representative*

1995 – 1997

- Analyzed client needs and provided solutions including routine and project-specific assignments.
- Forecast anticipated sales for regional management planning.
- Tour client facilities regularly to gain an understanding of business activities, personnel requirements and OSHA safety standards.
- Determined sales volume projections and prepared Business Base Analysis, including Top 15 accounts.

## EDUCATION

**Hope College** Bachelor of Arts, Major in Psychology Minor in Sociology  
Dean's List

Holland, MI  
1991 – 1995

## PHILANTHROPY & HOBBIES

Habitat for Humanity, Ronald McDonald House, Junior League of Denver, Bolder Boulder, and Bikram Yoga