
TAWNI HEROLD

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PROFESSIONAL SUMMARY

High-performing Office Manager with 30 years of professional experience in various office environments, mainly in real estate and the construction industry.

SKILLS

- Budgeting and financial management
- Financial reporting
- Process improvement
- Efficient multi-tasker
- Results-oriented
- Natural leader
- Highly Organized
- Exceptional interpersonal communication

WORK HISTORY

Office Manager

- **The Byrne Group, Compass Real Estate** - Boulder, CO May 2021-December 2021
- Basic office management: ordering supplies, answering phones and staff communications
 - Handled all listing and sales contracts/files
 - Managed all client and vendor relations
 - Performed all input into various company programs and maintained all tracking spreadsheets
 - Maintained website and produced social media and other various marketing

Event Assistant

- **Primary Events Rental**– Loveland, CO June 2020-October 2020
- Set up and managed accounting programs
 - Organized and maintained all event inventory
 - Made sure showroom was clean and staged
 - Attended and help host events
 - Performed various tasks and duties as necessary

Office Assistant

- Rocky Mountain Roofing & Gutters** – Fort Collins, CO February 2020-May 2020
- Managed all files and client relations
 - Billed insurance companies and performed necessary follow-up
 - Helped salespeople with their daily operations
 - Assisted owners and managers with necessary procedures

Accounting/Financial Administrator

- Crystal Landscape Supplies** – Loveland, CO Nov. 2019 -Feb. 2020
- Performed financial operations: A/R, A/P
 - Maintained and produced all accounting documents and reports
 - Processed daily charges and payments with check or credit cards, produced deposits
 - Reconciled monthly multiple bank and credit card accounts
 - Managed owners personal accounts
 - Oversaw customer and vendor relations

Office Manager, CFO

- **Greenpoint Roofing, LLC** – Longmont, CO

June 2013 – April 2019

- Performed all financial operations including payroll, A/R and A/P
- Maintained and produced all accounting documents and reports
- Managed customer and vendor relations
- Oversaw staff and daily operations of a main office and branch office
- Provided operations support in growing company sales from less than 1M to over 13M YTD

Office and Accounts Manager

- **DSW Mutual Security Mortgage** – Boulder, CO

June 2012 – Oct. 2014

- Worked with owner and loan officers to develop and implement payroll/commission system; including all other A/P
- Managed A/R and tracked the breakdown of loan funding and closings
- Prepared all financial reports for the owner/CPA and National Compliance Audits
- Obtained and maintained documents to establish investor relationships

Office Manager

- **Pedal to Properties Boulder Real Estate** – Boulder, CO

April 2010 – June 2012

- Daily duties included: A/R, A/P, payroll and running a successful office
- Tracked all property listing files and prepared marketing brochures
- Input properties into the MLS and multiple media websites
- Maintained all under contract and closed property files
- Tracked agent commissions and all reports

Market Center Administrator

- **Keller Williams 1st Realty** – Longmont, CO

September 2005 – March 2009

- Worked directly with Management to successfully run operations
- Maintained all property records from listing through closing out files
- Prepared all internal reports and reported franchise information to Headquarters
- Honored as Market Center Administrator in 2008 for the Colorado Region

EDUCATION

- **QuickBooks Pro** (20 yrs.): Accounting Software, Ongoing; initial training at **MSU** and On-line Courses
- **Multiple Listing Service**: Property Data Specialist; **IRES, LLC** - Loveland and On-line
- **University of Montana** - Missoula, Montana - **1992**
 - **Bachelors of Science**: Environmental Biology and Botany

