

## James Weston

787 Beauford St.  
Huntsville, AL 35816

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**OBJECTIVE:** An interesting position with a brokerage firm as an administrative assistant.

### HIGHLIGHTS OF EXPERIENCE

- Knowledge of personnel management functions.
- Reviewed applications and conducted all initial interviews for clerical and secretarial positions.
- Prepared operating reports, time and attendance records, statistical reports relating to performance data.
- Coordinated activities between various departments.
- Acted as liaison between escrow officers and brokers.
- Trained clerical and receptionists.
- Instituted computer training for all personnel.

### EMPLOYMENT

- |                    |   |                       |
|--------------------|---|-----------------------|
| 1989<br>to Present | <b>Schiller and Thompson Escrow</b><br>Office Manager   | <b>Huntsville, AL</b> |
|                    | <ul style="list-style-type: none"><li>• Successfully managed a 12-person escrow office.</li><li>• Selected/screened new office personnel.</li><li>• Systematized office filing procedures.</li><li>• Researched and recommended sales tracking software.</li><li>• Launched computerized phone tracking system.</li></ul> |                       |
| 1987<br>to 1989    | <b>Carson, Rich and Davies</b><br>Real Estate Broker/Associate  | <b>Huntsville, AL</b> |
|                    | <ul style="list-style-type: none"><li>• Appraised and marketed residential property with annual sales of over one million dollars.</li><li>• Prepared advertising for properties.</li><li>• Interacted with persons of varying backgrounds, bringing together buyers and sellers.</li></ul>                               |                       |

### EDUCATION

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|------|--|-----------------------|
| 1987 | <b>Wheatfield College of Business</b><br>Associate of Arts in Small Business Management<br>Graduated with a 3.75 GPA | <b>Huntsville, AL</b> |
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**REFERENCES:** Available upon request