

ETTI SIMON

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OFFICE MANAGEMENT & BUSINESS ADMINISTRATION

*Consummate professional with exceptional skills and a 100% commitment to excellence.
Proven track record of exceeding timeline, budget, and project objectives.*

Top-performing professional with expertise managing multifaceted operational and administrative functions in dynamic environments, well-prepared for a role as a [Position Title]. Highly skilled in office management, business development, client service, and financial management. Leader and coach with exceptional interpersonal, organizational, and problem-solving abilities; very comfortable motivating staff to excel in fast-paced and deadline-driven environments. Thrive in business environments requiring a collaborative and supportive approach.

CORE COMPETENCIES

Account Management
Operations Oversight
Performance Objectives
Data Analysis & Reporting

Cost Control & Budgeting
Organization & Prioritization
Executive-Level Correspondence
Vendor Relations & Management

Project Planning & Management
Timeline Scheduling & Management
Staff Training & Professional Development
Client Engagement & Relationship Management

Client & Account
Management

Team Leadership,
Coaching & Mentoring

Income Sales &
Client Retention

Strat. Planning
& Execution

Project Management &
Performance Excellence

PROFESSIONAL EXPERIENCE

SALLY JONES REALTY, Pittsburg, PA

2017-2018

Realtor

Applied innovative marketing strategies to generate interest. Demonstrated knowledge of the marketplace and utilized understanding of current trends to gain a solid client base.



- Developed client networks and built a book of business through word of mouth, advertisements, and open houses.
 - Exhibited strong negotiation skills while presenting purchase offers; skillfully coordinated property closings.
 - Worked in collaboration with attorneys, mortgage lenders, and contractors throughout the sales cycle.
- Performed comparative market analysis, displayed and marketed properties, and accurately prepared contracts, leases, deeds, and closing statements.

ES PERSONAL DEVELOPMENT, Haverstown Heights, NY

2015-2017

Mentor & Coach

Focused on the client and their overall personal growth, life success, and mentoring.



- Cultivated relationships with clients in promoting coaching services.
- Guided individuals on mindset, goal setting, and identifying underlying behavioral patterns.
- Focused client on getting “unstuck” and worked to address issues that blocked the clients’ ability to achieve personal and professional success.
- Devised and implemented innovative strategies to build new business; utilized innovative marketing strategies to cultivate client relationships.

Continued...

SALONA DESIGN, INC., Marin, NY

2004-2014

Office Manager/Full Charge Bookkeeper

Managed office operations; established operational policies, standards, and procedures, assigned and oversaw clerical functions, and prepared monthly financial reports. Tracked performance and devised strategies to maximize operations.

Office & Business Administration

- Adhered to VDI's accounting policies and procedures, and prepared accurate and timely performance reports. Developed and implemented strategies to control correspondence, files, and records.
- Maximized efficiency by transitioning VDI from a manual to an automated accounting process; established systems, and procured equipment and resources that streamlined office operations.
- Administered purchasing and supply requisitions, payroll, health and retirement benefits and the performance recognition program.
- Played a key role in supporting data-driven decision making by expanding on the types of analytical reporting utilized. Analyzed financial statements. Performed productivity and profitability analysis and prepared management reports.
- Completed monthly budget P/L performance reports, balance sheet statement, cash flow and reserve reports, trial balance reconciliations, and managed AR/AP.

Project Management

- Established plans, timelines and targets, and project performance measures; successfully managed implementation of client- and profit-focused software and Microsoft Office Suite which increased billing accuracy and boosted sales productivity.
- Surpassed the organization's objectives by identifying opportunities to maximize operational performance; customized solutions that addressed business needs.

Client Relations & Account Management

- Developed client relationships; identified and capitalized on new business opportunities. Applied expertise to respond to sales pricing and product information inquiries, while skillfully promoting additional services.
- Exceeded customer support goals, which resulted in retaining satisfied clients and expanding the client base.
- Responded to client inquiries and resolved issues related to sales pricing and product information.

EDUCATION & CREDENTIALS

PROVARSTA INSTITUTE, Toronto, Canada

2016

Certified Coach, Personal & Professional Development

BELLINGHAM COLLEGE, Bellingham, NY

2015

BS, Health Information Technology

TECHNICAL SKILLS

Microsoft Office Suite: PowerPoint, Excel, Word, Outlook
Google Suite ▪ Trello ▪ Cloud Communications