ETTI SIMON

464-464-4646 | ettisimon.s46@gmail.com

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 Plannin & Ma gement
Timeline Schedu g & M gement
S Training & ofession Development
ient E emen Relationship Management

Client & Account Management

Team Leadership, Coaching & Mentoring In e Sales & C nt Retention Strat Planning & Ex tion

Project Management & Performance Excellence

PROFESS NAL EXPERIENCE

SALLY JONES REALTY, Pittsburg, PA

2017-2018

Realtor

Applied innovative marketing strate to generate terest. Demonstrated knowledge of the marketplace and utilized understanding of current trends to gain a soli t base.



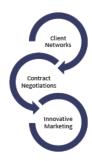
- Developed client n orks and built a book of business through word of mouth, advertisements, and open houses.
- trated strong negotiation skills while presenting purchase offers; skillfully c din roperty closings.
- orked in collaboration with attorneys, mortgage lenders, and contractors throughout 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 b e and the performance recognition program.
- Played a key role in supporting data-driven decision making by expanding on the pes analytical reporting utilized.
 Analyzed financial statements. Performed productivity and profitability analysis and pre ared m agement reports.
- Completed monthly budget P/L performance reports, balance sheet statement, sh flow d reserve reports, trial balance reconciliations, and managed AR/AP.

Project Management

- Established plans, timelines and targets, and project per mance measures; su sfully managed implementation of clientand profit-focused software and Microsoft Office Suite hich increased billing acc y and boosted sales productivity.
- Surpassed the organization's objectives by identifying portunities to maximi e opera nal performance; customized solutions that addressed business needs.

Client Relations & Account Management

- Developed client relationships; identified and ca alized w business ortunities. Applied expertise to respond to sales pricing and product information inquiries, while sk ully promo nal services.
- Exceeded customer support goals, which resulted in taining satisfied clients and expanding the client base.
- Responded to client inquiries and solved issues rel d to sales pricing and product information.

EDU ATIO & CREDENTIALS

PROVARSTA INSTITUTE, To nt ada

Certified Coach, Personal & P fessiona lopment

BELLINGHAM COLLEGE, Bellin am, NY

BS, Health Information Technolog

2016

TECHNICAL SKILLS

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