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| **PROMISE TERRY-GAULT** | **760-493-0693**  **Home with solid fill Terryalize@gmail.com**  **Ridgecrest, CA 93555**  **Link with solid fill**[**linkedin.com/ in/promise-terry-gault-6b**](https://www.linkedin.com/in/promise-terry-gault-6bab2b153) | | |
| **PROFILE SUMMARY**  Results-oriented professional with wide-ranging experience in managing full cycle bookkeeping and administrative activities. Exceptionally well-versed in maintaining and balancing general ledgers and reconciling entries. An efficient and competent individual with thorough knowledge of standard and advanced bookkeeping concepts. Expert in preparing financial reports through the collection and analysis of account information and trends. Highly efficient in checking and verifying source documents such as invoices and receipts. Ability to allocate and post-financial transaction details to subsidiary books. Strong detail-orientation to effectively document transaction details, along with the ability to fact-check accounting procedures. Excel handling and overseeing administrative tasks associated with assigned programs and plans. Qualified to handle accounts payable functions, including managing purchase orders and vendor records information. Guarantee maximum and efficient service delivery without risking a high standard of excellence and client satisfaction.  **CORE COMPETENCIES**   |  |  |  | | --- | --- | --- | | * Records Maintenance * Transaction Managements * Ledger Balancing * Variance Monitoring * Team and Division | * Reconciliation * Financial Reports * Customer Service * Adaptability * Bank Liaison | * Statement Reviews * Cash Handling * Influencing Ability * Audits Monitoring * Bill Verification |   **PROFESSIONAL SKILLS**   * Skilled in maintaining the day-to-day accounting functions, and financial statement preparation activities. * Ability to reconcile all balance sheet accounts and review them for accuracy and integrity. * Computer proficiency in Microsoft Office (Word, Excel, PowerPoint), QuickBooks, Google Sheets, and Data Entry. * Effectively render hands-on direction to all administrative duties in support of the management. * Handle multiple tasks without compromising quality and accuracy while applying sound judgment throughout the decision-making processes. * Demonstrate expertise in providing a diplomatic solution to clients' problems and conflicts. * Competent in making effective and objective decisions regarding financial task priorities, and procurement of office supplies. * Exceptionally talented in recording transactions, aimed at meeting the company’s accounting and finance objectives. * Deeply familiar with determining administrative issues and providing interventions as and when necessary.   **PROFESSIONAL EXPERIENCE**  **Real Estate Agent Aug 2021 - Present**  **Keller Williams Realty AV**   * Increase client base by 35% through personal advertisements on the Facebook business account. * Implement and develop positive and trusting relationships with clients by addressing individual needs. * Utilized Microsoft Office Suite to organize client's data on a spreadsheet through Excel; created a PowerPoint to present at listing appointments, and Microsoft Teams and Outlook to communicate with staff and clients. * Research clients desired homes using flexMLS, as a result, maintained consistent quality services. * Created and managed documents using systems such as Zipforms and DocuSign. * Maintained relationships with clients through networking, postcards, and cold calling. * Assisted clients in financial planning for purchase.   **Online Store Manager Nov 2020 - Jul 2021**  **Pharaohs Diamond**   * Used Shopify to design an online website, which proved valuable in raising customers. * Successfully increased the company’s sales activities. * Expanded customer base by 55% by employing exceptional customer orientation and sales push techniques. * Established a fully qualified domain name. * Added theme, images, videos, and text to improve overall customer experience. * Set up payment methods, shipping and handling, tax rates, and returns. * Embarked on multiple ad campaigns for the store to boost customer interest and traffic. * Analyzed statistics on Shopify and Facebook ads to constantly gauge customers’ experience, interests, and sales. * Submitted tickets and requests and coordinated with Shopify Technical Representative to research system solutions and help improve designs and layout. * Utilized scripts to remove unwanted aspects of the store such as the Shopify banner. * Maintained financial controls, planned business operations, and control expenses while identifying and pursuing opportunities to grow business operations and boost profits.   **Real Estate Agent Aug 2020 - Jul 2021**  **Coldwell Banker, Blackstone**   * Provided personal advertisements on the Facebook business account. * Developed positive and trusting relationships with clients by addressing individual needs. * Utilized Microsoft Office Suite to organize client's data on a spreadsheet through Excel; created a PowerPoint to present at listing appointments, and Microsoft Teams and Outlook to communicate with staff and clients. * Researched clients desired homes using CRMLS. Created and managed documents using systems such as Zipforms and DocuSign. * Maintained relationships with clients through networking, postcards, and cold calling. * Assisted clients in financial planning for purchase.   **Assistant Property Manager/Administrative Assistant Feb 2020 - Jul 2020**  **Real Property Mortgage and Investments**   * Successfully oversaw all aspects related to buildings and their maintenance. * Provided exceptional support to managers and co-workers, hence increased the overall efficiency of the office by 30%. * Accelerated the appointment system by incorporating an interactive calendar, resulting in hassle-free appointment scheduling. * Collaborated with other departments of the company to centralize the database for easy retrieval of information. * Demonstrated excellent customer service skills by assisting the marketing department in promotional activities and campaigns. * Utilized provided software to perform bookkeeping tasks, using data entry to generate financial status reports utilizing QuickBooks Intuit, Excel, Word, Google Docs, and Yardi. * Independently generated financial reports such as Balance Sheets, Profit & Loss statements, Cash Flow Statements, monthly reconciliation. * Provided backup support to other departments, which was highly admired by the General Manager. * Prepared necessary paperwork such as contracts, purchase agreements, and leases using programs such as DocuSign and CRMLS. * Validated rental eligibility by using Real Property Mortgage and Investments' verification process. * Implemented and maximized the use of the marketing software by increasing prospect traffic weekly.   **Administrative Assistant/Marketing Assistant Oct 2019 - Jan 2020**  **Keller Williams, AV**   * Successfully ensured all marketing tasks are executed following the Brokers discretion. * Increased office correspondence efficiency by 60% by creating letter formats to be used as a basis of correspondence for all types of situations. * Managed and scheduled compelling email campaigns and grew our customer email list via various channels. * Improved and measured the effectiveness of all marketing tactics about listings strategy. * Implemented and executed general marketing campaigns via direct mail, email, social media, digital platforms, and print. * Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests. * Managed filing system entered data and completed other clerical tasks. * Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service.   **EDUCATION**  **Victor Valley College 2015 - 2018**  Associates - Business Administration  **California State University, San Bernardino 2018 - 2021**  Bachelor of Arts - Administration - Real Estate Concentration  **Real Estate Salesperson License 2020**  Salesperson license # 02112236  **ADDITIONAL INFORMATION**   * Certified in QuickBooks | October 2021 * Currently taking courses for certification on Transaction Coordination, QuickBooks Payroll, and Coding (Python, Java, and Swift). | |  |