

Sasha Hoffman

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## Company Timeline

- **Tridel Construction:**  
2019 - Current  
Office Administrator to Production Manager
- **Easyhome:**  
2018 - 2019  
Collections - Manager
- **Honor Finance:**  
2018  
Auto Collections
- **Drive For Less:**  
2012 - 2017  
Secretary to Office Manager by end
- **IREcovery:**  
2010 - 2012  
Inexperienced collector to top collector

## Key Expertise

- Creative Design
- Balance Sheets
- Accounts Payable
- Accounts Receivable
- QuickBooks Online
- Google Sheets (Formulas & Graphs)

## Experience

### Tridel Construction - Production Manager

- Technical data entry to maintain P/L reports annually
- Technical data entry to maintain sales reports annually
- Market research for competitive insurance renewals annually
- Technical data entry to prepare and submit insurance audit documentation
- Technical data entry by means of complex mathematical formulas within Google Sheets
- Bid collection and overview to secure competitive pricing for maximum company profit
- Technical data entry and attentive review of contracts, lien releases, and other legal documents
- Direct representative for quality control site visits with Nevada State Contractors Board
- Project Management:
  - Material Selection Specialist
  - Review plans to process permit submittals
  - Budget maintenance

### Collections

9 years overall collection experience in:

- Default credit cards and bank accounts
- Default auto loans
- Physical repossession of default automobiles
- Repossession title paperwork

### Sales

7 years overall sales experience in:

- Financed auto loans
- Residential remodel finance loan submittals

### Data Entry

16 years data entry experience in various areas through various platforms with determination to learn new things constantly

