

Abby Atwell
abigaila@austin.rr.com

OBJECTIVE Obtain a paralegal position with the opportunity for professional growth based on performance.

WORK EXPERIENCE

Feb. 2005 to Keller Williams Realty, Austin, TX
Present **Real Estate Agent**

- Maintain customer relations with clients and vendors
- Perform administrative duties such as scheduling, record keeping, presentation materials and accounting functions
- Prioritize and manage multiple projects
- Negotiate sales contracts on behalf of clients
- Design and distribute marketing materials

Nov. 2001 to Merinta/ Tuxia, Inc. Austin, TX
July 2004 **Executive Assistant, Office Manager**

- Assisted CEO with all administration work for start-up company
- Communicated and handled incoming and outgoing electronic communications.
- Reviewed and summarized miscellaneous reports and documents
- Assisted staff meeting preparation and management
- Prepared financial reports in Quick Books for CEO
- Interaction with both internal and external executives to coordinate a variety of meetings, tradeshow and activities
- Researched and implemented company health insurance plan
- Provided open door for lines of communication within the office
- Conducted all day to day office operations
- Responsible for heavy calendar management
- Arranged travel and reservations

Jan. 1999 to Jardine Foods, Buda, TX
Oct. 2001 **Gourmet Food Sales Manager**

- Sold and managed gourmet salsa line to retail outlets
- Increased sales by \$400,000 in first year
- Answered phones promptly and efficiently
- Interacted with clients daily over the phone or in person
- Prepared sales reports for executives
- Attended and reported at executive meeting
- Implemented marketing ideas

June 1991 to Source One Financial Services, Fairfax, VA

May 1994

Customer Service Supervisor, Company Trainer

- Answered phones and assisted individual's with acquiring student loans
- Handled all major issues staff had with customers
- Promoted to call center team supervisor and trainer
- Implemented training program for the entire company
- Trained all new employees

EDUCATION AND TRAINING

Dec. 2011 University of Texas Paralegal Certificate Program
Austin, TX
Paralegal Certificate

Oct. 2009 American Council on Exercise
Online program
Personal Trainer License

Feb. 2004 Austin Real Estate Institute
Texas Real Estate License

May 1991 American University, Washington D.C.
B.S. Business Administration, Marketing