

ANGELA J. ARNOLD

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515-306-1187

EXPERIENCE

Real Estate Coordinator

October 2007 – Present

Hertz Farm Management, Real Estate & Appraisal, Nevada, IA

- Maintain corporate real estate database in Access; Providing quarterly, annual and as-requested reports
- Coordinate internal real estate reports, IRS 1099-S reporting, real estate licensing and E&O insurance coverage for 60+ agents in 16 offices in 4 states with licensees in 9 states
- Support multiple sales agents throughout process of listing, marketing and closing of sales transactions; including evaluating all contracts for compliance with state licensing requirements and corresponding with clients, customers and vendors
- Maintain Real Estate Trust Account
- Assisted in design and testing of company real estate website; maintain said website and multiple external marketing websites
- Assisted in design and training of proprietary GIS mapping system
- Assisted in design of company-wide Sales Marketing templates; utilize templates daily in preparing brochures for listings/auctions
- Proofread and edit presentations, magazine articles and company newsletter
- Coordinate various internal statewide meetings, conferences and continuing education seminars
- Develop training materials for real estate agents and real estate support staff; assist in training of new real estate support team members
- Developed company-wide paperless technology processes and training manuals specific to the real estate department
- Licensed Real Estate Salesperson in the State of Iowa

Real Estate Assistant/Marketing Manager

April 2004 – July 2007

Mark Fornes Realty, Dayton, OH

- Organized marketing activities (newsprint, direct mail, website) for a Dayton, Ohio commercial/industrial real estate firm
- Provided administrative support to all agents
- Coordinated company's 25th anniversary gala

Executive Assistant

2000- 2003

Heidelberg Web Press, Dayton, OH (company is out of business in Dayton)

- Provided administrative support in the form of attending meetings, preparing minutes, developing Excel spreadsheets for various projects and daily correspondence for Plant Manager and his management team

Executive Assistant, Office Manager, Patient Services Representative

1987-1999

Iowa Health System/Iowa Physicians Clinic (now Unity Health)

- Worked in a variety of positions – via promotions and personal choice – including Patient Services Rep. in walk-in clinic (registering patients, coding insurance); Office Manager of a 5 provider Family Practice/Pediatric site; and Executive Assistant to the Chief Operating Officer, Chief Financial Officer and Chief Medical Officer, and their direct reports, for Iowa Physicians Clinic

EDUCATION

Simpson College • Indianola, IA • Business Management

1989-1991

DMACC • Ankeny, IA • Medical Office Technology

1985-1986

Norwalk High School • Norwalk, IA

1981-1985

SKILLS

- Proficient in Microsoft Office applications: Word, Excel, Outlook, Access, PowerPoint and Publisher
- Experience in other software applications including LaserFiche (electronic paperless repository), PhotoShop, Surety AgriData, Adobe Acrobat Pro (including Forms) and Convey 1099 (tax form filing database)
- Typing speed 85 w.p.m. +/-
- Able to transcribe dictated documents
- Ability to multi-task
- Strong written and verbal communication skills
- Highly organized
- Strong administrative background
- Commitment to producing quality work in all situations

AWARDS

- 1st Place in Business Proofreading competition; 1986, Des Moines Area Community College

PERSONAL INTERESTS

- Golf, Biking the local rail trails, Reading, Quilting, Volunteering for Special Olympics Iowa, Cooking and Spending time with my family