

Professional Experience

Personal Assistant

Beau Turner, Coldwell Banker (Regional Top Sales Performers) Green Bay, WI | March 2019 – Present

- Educate clients on basic real estate
- Complete bookkeeping tasks for the broker
- Assist with contract drafting and property tours
- Walk employer's English bulldog and border collie three times a week
- Monitor executive emails and screen calls

Personal Assistant

Jack Watkins Real Estate, Madison, WI | July 2013 – August 2015

- Printed delivery of marketing materials
- Prepared market analysis to help determine property values
- Managed schedules of three firm executives
- Arranged travel for agents to company holdings
- Ran personal errands for two executives, such as dry cleaning and grocery shopping

Education

Bachelor of Business Administration

Minnesota State University, Mankato, MN | May 2013

Certifications

- Certified Administrative Professional by International Association of Administrative Professionals, 2018
- Licensed Real Estate Agent, 2014

Dakota Watson

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Dedicated personal assistant with over seven years experience who holds a real estate license and a Certified Administrative Professional designation. Successfully managed three executives calendars at Jack Watson Real Estate.

Key Skills

- Travel management
- Confidentiality
- Microsoft Office Suite
- Managing executive schedules
- Meal prep