

# Jamie Radford

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## Objective

To use my knowledge and experience to better the company I work for.

## Experience

Real Estate Assistant/Assistant Property Manager

2006-2008

Sheila Moran, Realtor/Moran Property Management

Garden Ridge, TX

- Real Estate transaction preparation
- Managing 80 residential properties
- Assisted with all closings
- Dispatched all subcontractors for property management
- Office Manager/AR/AP
- Receptionist

Escrow Assistant

2004-2006

Mission Title, LP

San Antonio, TX

- Assistant to Escrow Agent
- Preparation of files for closing
- Researching title issues and clearing titles for closing
- Handling overflow of 10 line phone system

Hired as Receptionist for six months then promoted to Escrow Assistant

Plan Room Assistant Manager

2001-04

San Antonio Association of General Contractors

San Antonio, TX

- Organization of Plan Room
- Member assistance
- Shipping and Receiving of all plans
- Data Entry
- Receptionist for 5 line phone system

## Education

Wayland Baptist University, Plainview, TX

2000-2001

- 20 hours completed towards Secondary English Education Degree

San Antonio College, San Antonio, TX

2001-2004

- 15 hours completed towards Secondary English Education Degree

Texas Lutheran University, Seguin, TX

2007-2009

- 27 hours completed towards Secondary English Education Degree

## References

References available upon request.