

Amber McGuire

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Objective To obtain a rewarding and challenging position in a company that is based upon high standards of integrity and teamwork.

Experience 2005- Present Mountain View Mortgage & Real Estate Ojai, CA
Real Estate Agent/ Loan Officer

- Top Selling Agent in the office for 2006
- Acted as a Buyer & Seller's Agent for clients in the Ventura County area.
- Conducted all aspects of sales transaction from pre-qualifying through closing.
- Worked closely with lender, realtors, title & escrow companies and appraisers to ensure 100% satisfaction of client.
- Conducted extensive research to establish fair market value of properties for clients.
- Established a successful clientele through networking at the Ojai Chamber of Commerce, referrals, local neighbors, family, friends, and through volunteering for city events.

2004-2005 Law Office of Charley M. Stoll & Associates Camarillo, CA
Legal Assistant/ Secretary

- Drafted legal documents, correspondence and forms for use with clients. Managed a quality assurance process for all written communication to ensure that documents were accurate and communicated properly.
- Managed essential office operations and procedures, such as, bookkeeping, payroll, billing, correspondence flow, filing, requisition of supplies, indexing pleadings, updating master calendar, and fielding office calls.
- Extensive experience in all Microsoft Office applications including Word, Excel, Outlook, Access, and PowerPoint

2003-2005 Spanish Hills Country Club Camarillo, CA
Lead Bartender/ Server

- Worked closely with general managers and all support staff to

ensure the Country Clubs' Members continued to value their experience and maintained their membership affiliation.

- Worked with event staff to arrange golf event dinners and fundraisers.
- Assisted staff and supervisors in identifying and resolving problems to maintain the experience appreciated by our Membership.
- Facilitated training of new employees to the Country Club's standards.

Education

2002-2005 California State University Channel Islands Camarillo, CA

- B.A., Liberal Arts.
- Graduated with *Honors*.

2005 Allied Real Estate School Online

- California Department of Real Estate License.
- Continuing education fulfilled until 2009.

Interests

I enjoy hiking, wakeboarding, snowboarding, golfing & softball. I have helped with numerous community and volunteer services including Ojai Valley Youth Activities, St. Josephs Health & Retirement Center, and the Boys and Girls Club of Camarillo.

References

Available upon request.