

Tamara Aline Oman

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Objective	Administrative support in Real Estate, leading up to Property Manager.
Summary of Qualifications	<ul style="list-style-type: none"> • 3 years Real Estate administration as director of operations • 7 years total office administration experience • Extensive knowledge of Real Estate concepts • Led a team of 7 Realtors and 4 assistants • Created virtual company systems to adapt through COVID environments • Co-founded a Real Estate transaction business • Excellent attention to detail
Education	<i>University of British Columbia, Vancouver, BC</i>
2018 - present	Bachelor of Business in Real Estate, 4th year student Expected graduation date: December 2022
2016 - 2018	<i>University of British Columbia, Vancouver, BC</i> Diploma in Urban Land Economics
2012-2016	<i>Dawson College, Montreal, QC</i> Diplôme d'études collégiales: International Business. Graduated on the Dean's List.
Employment	<i>VirtuCompliance</i>
2019 - present	Co-founded business. Manage a team of 3 assistants and grew the business' net income by 200% by the end of year 2. Responsible for sales and marketing, creating company systems, customer relations, accounts payable and receivables, employee salary and remittance.
2018 - present	<i>KymBuna Real Estate Group</i> Executive assistant and promoted to director of operations within the first year. Responsible for the execution of projects and managing the flow of daily administrative operations leading a team of 4 assistants.
2014-2018	<i>Elite Kitchens & Decor</i> Worked as an executive designer, helping clients with completing their renovation goals. (Full-time)
Skillset	
Technical:	Proficient in Microsoft Word, Excel, Power Point. Familiar with QuickBooks
Languages:	Excellent verbal and written communication in English and French
References	Available upon request