

Tiffany Hee

Top performer--ready to hit the ground running!

Henderson, NV 89044

tiffanyheehee@gmail.com

8083923992

Seeking a presentation/recruiter/trainer/sales position with an employer desiring a dedicated, award-winning sales professional with strong work ethic, integrity, and excellent verbal and written skills sharpened from years of teamwork and business-to-business/business-to-customer service experience. Able to work effectively and efficiently with clients, co-workers, and management at all levels. Honest, reliable, and proactive in analyzing, investigating, negotiating, and delivering solid results.

Authorized to work in the US for any employer

Work Experience

Trustee

Hee Family Trust - Honolulu, HI

December 2012 to Present

Manage all aspects of the Hee Family Trust; coordinate and direct property management company; consult and approve all renovations to 15-unit apartment building, two townhomes, and three condos; interacted with contractors to ensure work is done properly and in a timely manner so units are in top rentable condition; handle accounts receivables/payables; liaise with accountant and lawyer to maintain Trust directives.

Membership Consultant

Grandview - Las Vegas, NV

July 2019 to March 2020

Wyndham Vacation Ownership (2016), Westgate (2017),

Diamond Resorts (2018)

Contributed to the success of the companies by effectively using sales methods and processes to convert prospective members into members. Developed relationships with prospective members by soliciting and following up on referrals and leads. Tailored the sales experience to the individual needs and preferences of each potential member, and followed through with the sales contract process to ensure that all required paperwork and legally required documents are completed accurately and in a timely manner. Maintained the customer relationship after the sale is completed to ensure continued member satisfaction with the organization and to develop future business opportunities.

DJ

Emcee - Honolulu, HI

March 2012 to October 2015

Provided onsite personality talent to enhance and promote any specials and upcoming events; advertised locations and events to their target clientele via social media outlets; created and conducted incentives and games for guest interaction; interacted and hosted all VIPs from all around the world; ran karaoke program and encouraged and enticed singers.

Service Representative

24 Hour Fitness - Honolulu, HI
April 2011 to May 2013

Assisted and directed members/guests; contributed to running a clean, friendly and well-maintained club; monitored incoming inquiries and ensured proper check-in procedures are followed; promoted and sold merchandise; processed cash and credit transactions.

Account Executive

Ad Walls - Honolulu, HI
April 2012 to November 2012

Developed new business accounts while maintaining and growing existing client ad campaigns through Ad Walls and The Bus; assisted in creating advertising messages and artwork; ensured production of ads meet deadlines for installation.

Senior Mortgage Specialist/Manager

Amber Mortgage - Honolulu, HI
October 2005 to July 2009

Originated new mortgage loans via telephone, direct mail, and presentations; maintained own client base that had been built over 8 years; hired, trained, and oversaw new hires and assisted them throughout the loan process from origination to closing and funding; established new business relationships with escrow and brokers; TOP PRODUCER COMPANY-WIDE IN THE NATION

Marketing Representative

Hewlett-Packard/Marketsource - Honolulu, HI
January 2002 to February 2007

DEMONSTRATED HP PRODUCT KNOWLEDGE IN THE TOP COMPUSA IN THE NATION RESULTING IN TOP SALES FOR BOTH IN-STATE AND NATIONALLY; participated in special HP-sponsored events such as Pro Bowl and the Air Force Thunderbirds; trained other representatives and CompUSA salespeople on products and successful sales techniques

Account Representative

Beneficial - Honolulu, HI
October 2003 to October 2005

Solicited and maintained new and existing clients for personal, car, and home mortgage loans; handled cash and credit transactions; worked with underwriters to approve loans; CONSISTENT TOP PRODUCER/SALES IN HAWAII.

Building Administrator

Transpacific Development Company - Honolulu, HI
January 2001 to October 2003

Liaised with commercial tenants and vendors; handled accounts receivable/payable; provided administrative support to property manager and engineers

Account Executive

Voice Talent - Honolulu, HI
September 1998 to December 2000

Established and maintained client accounts and relations for 4 radio stations attracting various targeted markets; organized and implemented tailored cross-promotions; designed on-air schedules and negotiated for optimum client exposure; handled client radio campaigns and coordinated with television and print media; participated in onsite promotions; wrote and voiced commercial copy; supplied on-air talent

Division Sales Manager

GTE Directories - Honolulu, HI
November 1997 to September 1998

Hired, trained, supervised entire Hawaii sales team; directed business to business sales; developed and conducted demonstrations for new software program

Education

Bachelor of Arts in Human Relations

Mount Holyoke College - South Hadley, MA

Certificate

Flinders University

Skills

- B2B Sales (10+ years)
- Property Management (10+ years)
- Copywriting (3 years)
- Presentation Skills (10+ years)
- Accounts Receivable (5 years)
- Sales Management (10+ years)
- Office Management (10+ years)
- Branding
- Escrow
- Business Development
- Email Marketing
- Commercial and Residential Leasing (10+ years)
- Public Relations
- Payroll

Certifications and Licenses

Real Estate Timeshare Agent - good through March 2022

Former Mortgage Lender license - Honolulu, HI

Former State of Hawaii, City and County of Honolulu Notary - Honolulu, HI

Assessments

Customer Service Manager — Proficient

October 2020

Managing customer service representatives and resolving customer issues.

Full results: [Proficient](#)

Teamwork: Interpersonal Skills — Highly Proficient

October 2020

Responding to challenging team situations at work.

Full results: [Highly Proficient](#)

Sales Skills — Expert

October 2020

Influencing and negotiating with customers.

Full results: [Expert](#)

Verbal Communication — Highly Proficient

October 2020

Speaking clearly, correctly, and concisely.

Full results: [Highly Proficient](#)

Typing — Familiar

October 2020

Transcribing text using a standard keyboard.

Full results: [Familiar](#)

Management & Leadership Skills: Impact & Influence — Highly Proficient

October 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.