

Kimberley Carrion

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(916) 380-1499
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EXPERIENCE

Human Mechanic Life Coach, Roseville - *Life Coach*

MAY 2017 - AUGUST 2018

Set up licenses, create sales, marketing, operations, legal contracts, insurance and financials.

Organize time, routine and content for clients.

Provide screening tests, evaluations, coaching strategies, documentation, accountability, lifestyle management and maintenance.

Carrion Real Estate & Mortgage, Sacramento - *Loan Processor and Real Estate Agent*

AUGUST 2003 - DECEMBER 2018

Setting, collecting, deposits and adjusting rent. Thorough screening of applying candidates.

Maintain database, log receipts, Develop and maintain strong working relations with tenants, staff and vendors.

Proper online marketing of properties, screening and qualifying clients.

Handling complaints, maintenance, safety and regular inspections prior and after moving out.

EDUCATION

AUGUST 1999 - DECEMBER 2003

Cosumnes River College, Elk Grove - *Associate of Arts Degree*

Psychology; Child development and Real Estate

AUGUST 2015 - DECEMBER 2017

Robbins Madanes Training Center, Santa Barbara,ca - *Life Coach Certification*

Coach Strategies and Psychology: Human development

MAY 2014

Lakeshore Learning, Roseville, Ca - *Exploring STEM Workshop Certification*

Coach Strategies and Psychology.

SKILLS

Great Customer Service Skills

Legal compliances,

computer and apps literate, growth driven,

word articulation,

detail oriented,

research development, hold high standard work ethics,

work well under pressure,

enthusiastic team player.

AWARDS

Associate of Arts,

Life Coach Certification,

STEM Certification,

Coaching Business License,

Real Estate License.

PERSONAL REFERENCES

Renee Balcom (541)661-2369,

Megan Warren(512)412-9325,

Misty Seay (530)368-3650