

# Windy Hagaman

Talking Rock, GA 30175

[windyhagaman@gmail.com](mailto:windyhagaman@gmail.com)

+1 813 846 7080

## Professional Summary

---

Motivated, personable business professional with a successful track record of profitable small business ownership. Talent for quickly mastering technology. Diplomatic and tactful with professionals and nonprofessionals at all levels. Accustomed to handling sensitive and confidential records.

Flexible and versatile- able to maintain a sense of humor under pressure. Poised and confident with the ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

## Work Experience

---

### **Agent & Transaction Coordinator**

Dalton Wade-St. Petersburg FL

January 2019 to Present

### **Realtor**

Prudential Tropical Realty, RE/Max, Coldwell Banker Tampa-Dalton Wade, FL

January 2008 to December 2020

### **Recruiter, Onboarding Specialist, Training Coordinator.**

Coldwell Banker-Tampa, FL

December 2018 to January 2019

### **Business Owner**

Windy Breeze Café-Tampa, FL

January 2010 to December 2014

### **Office Manager, Accountant & CPA & CEO Assistant**

Cummings Financial Organization-Tampa, FL

January 2011 to December 2013

### **Estate Sales, Recruiter, Trainer, Onboarding New Agents**

Vicinity Realty Services Inc.-Tampa, FL

January 2006 to December 2008

- Broker's Assistant

## Education

---

Ashworth College-Norcross, GA, US

1997 to 1999

James Madison High School-Portland, OR, US  
1995

## Skills

---

- Financial Report Writing
- Office management
- Management
- Customer service
- Negotiation
- Prepare complex reports for clients, ensuring full compliance with agency requirements and tight deadlines.  
Authors professional correspondence to customers and vendors.  
Working knowledge of creating spread sheets, PowerPoint, Excel, Microsoft Word, Outlook, Publisher, AR & AP  
using QuickBooks, Scheduling and Management.  
Computer savvy using the latest technology. Certified in Internet Communications and eCommerce and Internet Marketing Specialist.  
General Office/ Front desk experience with impeccable customer service skills, able to multitask various projects simultaneously.

- Interviewing
- Office Management
- CRM Software
- Administrative Experience
- Bookkeeping
- Human resources
- Payroll
- Banking
- Accounts Payable
- Sales
- Accounts receivable
- Research
- CRM software
- Marketing
- Recruiting
- Human Resources
- Employee Orientation
- Merchandising
- Fair Housing regulations
- Accounting
- Event Planning

## Certifications and Licenses

---

**Professional In Human Resources**

**Senior Professional in Human Resources**

**Real Estate License**