**Carole Lee, 4612 Republic Dr., Oklahoma City, OK 73135**

[Leecarole@hotmail.com](mailto:Leecarole@hotmail.com) (405) 821-4954 Mobile

**Energy Program Assistant**

OU PEAK Temporary (Cleveland County Department of Human Services) LIHEAP Program, Norman, OK

July 2018 to Present

Review and process applications for low income families needing assistance paying their utility bills, calculate income and research household composition to make sure applicants meet the criteria to qualify for help.

**Photographer**

Lifetouch - Moore, OK

July 2018 to November 2019

Set up camera equipment and props at local schools, photographed students and staff for school I.D.'s

and yearbook, interacted positively with customers to get great reactions for great pictures, collected money for purchased photographs, tore down equipment and turned money and photo information in to Lifetouch staff.

**Realtor Associate**

Century 21 Goodyear Green - Midwest City, OK

May 2014 to Present

Guide buyers and sellers through the home buying and selling process, set up appointments to show

homes, interview buyers to determine their needs in finding their dream home, negotiate contracts for

clients, prepare listings, arrange photo shoots for seller’s properties and coordinate property closings.

**Replacement Desk Specialist, Reservation Specialist**

Hertz Corporation - Oklahoma City, OK

October 2017 to May 2018

Handled inbound and made outbound calls for customers needing insurance vehicles. handled inbound

calls for rates or reservations in a professional manner, booked reservations, offered ancillary products

to enhance the travel experience.

Top 10 sales list three times.

**Payroll Coordinator/Receptionist**

Surface Mount - Depot, Oklahoma, US

June 2010 to March 2015

Greeted clients, answered phones, sorted & distributed incoming mail, posted outgoing mail,

maintained & updated confidential files, put together and distributed new hire packets, collected time

sheets for 90+ employees and entered payroll information into system, sorted & distributed payroll

checks, entered and submitted 401K information to financial institution, compiled all payroll related

reports.

**Buyer Specialist**

Prudential Alliance Real Estate - Midwest City, OK

July 2007 to November 2010

Interviewed potential buyers to determine their needs in finding new or pre-existing homes, held open

houses, prepared market analysis reports for potential home buyers, negotiated contracts, assisted

buyers through the closing process, maintained client's files, generated new business through trade

shows, social media, phone or email campaigns and networking.

Education

**B.A. in Journalism in Journalism**

University of Oklahoma - Norman, OK

Additional Information

COMPUTER SKILLS: Proficient in Microsoft Office, Outlook, Power Point, Publisher, Excel and other customer

Service related programs

Certified Radio Marketing Consultant, Radio Advertising Bureau (former employee), Irving, TX

Active Real Estate License Since 2006, Oklahoma Real Estate Commission, Oklahoma City