

Michael Corral
3535 Blair Road
Falls Church, Virginia 22041
Mobile Telephone: (703) 582-6298
Mike.Corral@live.com

OBJECTIVE

Administrative “Jack Of All Trades,” seeking a career position within a vibrant, stable company, where over ten years of administrative experience and tremendous administrative skills will contribute and add value and service to the company’s business and clients.

ABILITIES / QUALIFICATIONS SUMMARY

- Proficient, knowledgeable, and highly skilled with Windows 95 - 2003, ME, & XP, Vista, Microsoft Office 95 - 13 (Access, Excel, Outlook, PowerPoint, Project, Publisher, Word), ACT!, PayChex, Paint.NET, Adobe Photoshop Elements 6.0, Adobe Acrobat, various CoffeeCup Software Inc. (21 software programs) website creation software programs, and various FTP and internet software.
- Proficient, experienced, and knowledgeable of Commercial Real Estate within Northern Virginia, Maryland, and Washington DC; and with the various county regulations and overall market knowledge; focusing on Industrial and Investment properties with experience working with NNN sales & Net Leases, Single Tenant, Net Operating Income (NOI), and Capitalization (Cap) Rates; and with experience with Retail and Office properties; including sales, leases, and negotiation. Experienced and knowledgeable with drafting leases (lease agreements), lease amendments, agreements and contracts, and letters of intent (LOI). Proficient and experienced with CoStar, LoopNet, Metropolitan Regional Information Systems (MRIS), Craigslist, and agent’s personal website management. Commercial Real Estate advertising and marketing, keyword utilization, property exposure and Google search engine optimization and search ranking, news paper and publication advertising, mail out and post card creation and design, e-mail advertising and internet marketing, package and flyer design and creation, real estate photography and panorama creation. Familiar with the Virginia Counties’ Zoning Ordinance regulations and various county zoning ordinances, permits, and county’s websites. Database and contact maintenance, including lead (buyers, sellers, developers, decision makers & proper point of contacts) and e-mail / mailing address generation.
- Skilled at processing time sensitive data, maintaining / archiving confidential information, personnel file & business record management, managing all types of filing systems, and paper & electronic record storage.
- Accounts receivable & payables, invoices, application for payments, lien releases, collection, receipts, reimbursements, timesheets, and payroll. Database & spreadsheet administration, management, and creation.
- General & advanced office administration and duties, including all daily correspondence and memorandums, status reports, proposal creation & coordination, contract administration, change orders, work orders, certificates of insurance, commissions & premium payment reports, spread sheet and databases, reconciling & generating financial reports, calendar maintenance & scheduling, contact management, newsletter creation & editing, e-mailing, facsimileing, printing, photocopying, and binding.
- Marketing and advertising, newsletter, letters to past and present clients, sales package and portfolio creation, marketing flyers, marketing mailers, greeting card and holiday card personalization, e-mail campaigns, website creation and advertising.

ABILITIES / QUALIFICATIONS SUMMARY (Continued)

- Office coordination & management, monitor and coordinate workflow processes, office moving & planning, e-mail account maintenance & setup, telephone, voicemail, workstation, networking, and computer setup. Office supply organizing, and ordering. Vendor & property management relations and negotiation.
- Planning and organizing meetings, agendas, teleconferencing, computer projection system coordination, PowerPoint presentation creation and operation, recording of minutes, catering, hotel, restaurant, car rental & plane reservations, invitation creation & management, awards and promotional gift coordination, and overall event coordination.
- Business meeting catering organization, scheduling and ordering, purchasing, and setup; including continental breakfast, refreshments and snacks.
- Provide outstanding phone etiquette, articulate; service oriented, and customer service focused.
- Professional, highly motivated, quick learner, friendly attitude, positive team player, well organized, detail oriented, and able to multitask.
- No error - word processing: 60 wpm, Ten Key Typing: 50 wpm.
- Internet research & information gathering. Installation of hardware & software and performing all minor computer & software problem solving, troubleshooting, networking, and maintenance for all types of computers, laptops, copiers, fax machines, and printers.
- Skilled with all electronic equipment and label makers, Xerox and copier maintenance, digital cameras, video cameras / digital camcorders, projection screens / overhead & slide projectors, microphones & speakers, laptops / notebooks, scanners, TVs, DVD & VCR players, teleconference, videoconference, and all meeting setup and preparation.

EMPLOYMENT HISTORY

R.L. Travers & Associates, Inc., Springfield, VA Brokerage Services Coordinator, September 2009 – Present

Assisted prestigious commercial real estate brokerage and property management firm in Northern Virginia, with marketing, leasing, selling, and managing millions of square feet of office, industrial and retail commercial properties.

- Provide executive-level administrative support and function as “another set of hands”, performing various searches for properties for sale and or lease, various types research, run market and property comparables “comps” research, gather various kinds of property information.
- Perform property showings and tour coverage and scheduling, develop familiarity with all listings and availabilities, and provide tour support for Executive Staff if unavailable and also preparing necessary marketing material for each tour.
- Draft and update proposals, leases, addendums, contracts, memoranda, and various letters.
- Serve as a liaison between property owners, prospective clients, investors, owners, tenants.
- Manage and update company websites, related social media websites, and ensure search engine visibility for existing and new business.
- Ensure that all availabilities are accurately listed in LoopNet, CoStar and Craigslist, with the necessary support material for each listed space.

- Create and update multi-page marketing brochures, flyers, offering memoranda, presentations, e-mail blasts, direct mail advertising, produce informational fact sheets, and other promotional material as required.
- Create and maintain informational marketing databases.
- Perform complex administrative tasks and duties such as typing, preparation of contracts, leases, reports, answering and screening phone calls/messages, copying, faxing, and function as in-house “IT person”.

**Potomac Commercial Properties, LLC (Saul Corral, Inc.), Falls Church, VA
Executive Assistant, July 2007 – September 2009**

Support and Assist a Top Producer Commercial Real Estate agent with property management, leases, sales and acquisitions. Real estate and investment property research and generation. Create professional marketing packages, advertising, brochures, flyers, mailers, websites, and internet and print advertising. Research sold, under contract, and currently active for sale properties and prepared comparable market analysis and reports. Perform property research, locating properties, verifying zoning issues, communicated with county personal, brokers, agents, clients, and sellers and buyers. Created lease agreements, lease amendments, guaranty of lease agreements, confidentially agreements, and letter of intent to purchase or lease.

- Designed and managed agent’s commercial property website.

**Ultra Company, Inc., Chantilly, VA
Office Manager, July 2005 – July 2007**

Support and administrate a small construction company with everything from telephone reception, to MS Access database administration, spreadsheets & document creation, invoices, payroll, QuickBooks, PayChex, company newsletter, marketing, proposal & contract creation, editing, & review, vendor relations, new hire employee screening & application administration, managed office supplies, performed various types of research, electronic & paper file maintenance and storage. Computer training, maintenance, building, repair, setup, and networking support. Assistant to the Director of Human Services, Project Managers, and the President.

**Employee Benefits Corporation of America (EBCA), McLean, VA
Senior Administrative Assistant, November 2004 – June 2005**

- Assistant to the Director of Sales and Operations, and
- Created, administered, and published the Top Producer Reports and performed premium payment computation.

OfficeTeam

Executive Administrative Assistant, April 2003 – November 2004 (Various Assignments)

OfficeTeam is a specialized temporary staffing service for administrative professionals.

- **Employee Benefits Corporation of America, Executive Administrative Assistant**
 - Assistant to the Director of Sales and Operations.
- **Merit Electric Company, LTD, Office Administrative Assistant**
 - Created new hire packages and stream-lined administrative functions using Macros and MS Office.
- **360Commerce, Inc., Senior Administrative Assistant / Receptionist**
 - Created receptionist office manual and procedures instruction booklet.
- **American Business Capital, Executive Administrative Assistant**
 - Converted manual system of sending thousands of faxes to have them sent via a computer, fax modem, and utilizing MS Word Mail Merge.

- **Electric Reliability Council of Texas (ERCOT), Market Rules Analyst Assistant**
 - Assisted the Market Rules Manager and the Senior Market Rules Analyst with the development and revision of the ERCOT business rules, protocol revisions, business policies, and processes that are consistent with the Public Utility Commission of Texas rulings and the ERCOT Board mandates.

**National Technical Systems, Inc., Austin, TX
Project Specialist, December 2003 – January 2004**

National Technical Systems is a major contract and staffing service for computer hardware, software, information technologies, and engineering sectors.

- **Nextel South, Austin, TX
Project Specialist, December 2003 – January 2004**
Tracked Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) submittals and compliance for the antenna tower sites that Nextel rented and / or for the Raw Lands sites where Nextel would build their antenna towers; covering the states of Georgia and Florida. Archived, organized, and created a filing system for each tower site containing the required FAA, FCC, and other related documents. Entered forecasted and actual dates for these towers into CellTrack and the NorthStar databases. Coordinated with the Site Development Leads to assure FAA compliance and construction start and completion dates.

**National Rural Electric Cooperative Association (NRECA), Arlington, VA
Legal & Technical Administrative Assistant, Energy Policy (EP), August 2002 – March 2003**

Assistant to the Senior Regulatory Counsel executives and the Administrator of the Electric Cooperative Bar Association (ECBA). Handled all pay related matters, check requests, invoices, bill payment, reimbursements, arranged all business travel (car rental, taxi, shuttle, limo, airplane, and train), hotel reservations, including the preparation and gathering of maps, creation of itineraries, agendas, laptop setup / preparation, meanwhile assuring that proper credit was received for travel, hotel bonus points, and award programs. Acted as the Human Resources, Purchasing, and Building Operations liaison. Acted as the “base of operations” while the Executive Staff were on travel, and recited e-mails, faxed documents, and ship items as needed. In charge of all meeting preparation and setup. Mail distribution, ordered department supplies, conference call setup / management, meeting registration, performed registration and membership maintenance (i.e. membership dues) for various organizations. Supported the EP department with administrative functions, distribution of important news articles & periodicals, fixed minor problems with the Xerox machines, printers, fax machines, and computers. Primarily responsible for all administrative functions related to the writing of the State Restructuring Report, formally known as the Retail Wheeling Report. Which is related to the current laws, By Laws, legislation, and the current status of the various Electric Cooperatives related to their respective territories and states in North America. Primarily responsible for all administrative functions and database management of the ECBA. ECBA Membership administration, meeting setup, conference call setup, ECBA e-mail distribution, including list serve maintenance, and customer / member services.

- Taking on more tasks and responsibilities related to the catering of the various meetings and functions, was able to save the department and the company various amounts of monies.

**TeleSec CoreStaff, Falls Church, VA
Administrative Coordinator, October 2001 – August 2002 (Various Assignments)**

Now called InfoCurrent, TeleSec CORESTAFF and InfoCurrent provide temporary staffing services.

- **National Rural Electric Cooperative Association (NRECA)
Staff Assistant, Legislative Advocacy Division, Government Relations April 2002 – August 2002**

Assisted the Senior Representative of the Legislative Affairs, the Senior Principal of the Legislative Affairs, and the Director of the Outreach Affairs. Gathered information and performed internet research using various government websites. Managed expense accounts, travel arrangements, schedules and calendar maintenance, planned and coordinated trips for legislative staff with Capitol Hill “staffers,” updated contacts and organized business cards, created and managed Outlook e-mail groups, mailings, faxes, received visitors, check requests, acted as Human Resources and Building Operations liaison, coordinated office moves, performed various meeting registrations, and made restaurant reservations as needed. Also contributing as a valuable resource, and when plausible, assisted the other departments with various administrative duties and computer related challenges.

- **INOVA Fairfax Hospital, Interventional & Vascular Radiology (IVR)
Administrative Coordinator, November 2001 – January 2002**

Used OmniServer to schedule the Director of IVR and the five IVR doctors’ procedures. Updated and scheduled meetings and post procedures on the doctors’ Palm Pilots. Used IDX LastWord to perform patient history / research on information, notes from past procedures, and current blood work. Maintained over a 1,000 patient’s charts / medical records. Located patients’ films using SMS_V23. Paged doctors using Xtend’s WebXchange. Communicated with all referring doctors’ offices to schedule an abundance of patients for over eighty different types of radiological procedures while determining necessity and urgency due to the fact that the beds, doctors, and operation rooms are limited in capacity. Performed inventory control and ordered supplies as needed.

- Improved support functions by instituting new procedures that improved office operations, enhanced customer service and reduced costs.

- **INOVA Fairfax Hospital, Interventional Neuroradiology (INR)
Administrative Coordinator, October 2001 – November 2001**

Assisted the Director of INR and the INR doctor. Used GroupWise to schedule and post upcoming meetings, outpatient / inpatient consultations, dinners, seminars / training, travel, and procedures. Scheduled procedures in OmniServer. Used IDX LastWord to perform research on the patients’ past procedures and current blood work. Located patients’ x-ray films using SMS_V23. Paged doctors using Xtend’s WebXchange. Performed transcription of the doctors’ dictation and typed all related correspondence. Maintained files on inpatients, insurance claims, billing, and invoices. Communicated with all referring doctors’ offices to schedule patients for upcoming procedures while determining necessity and urgency due to the fact that the beds, doctors, and operation rooms are limited in capacity. Performed inventory control and ordered supplies as needed.

- Created new information packages for patients and instituted new procedures for improving tracking, reporting, procedure follow-up, and customer service.

Randstad North America, Washington, DC

Administrative Assistant, June 2001 – September 2001 (Various Assignments)

Randstad is one of the largest temporary and contract staffing organizations in the world.

- **National Academies, Policy Division, Policy & Global Affairs, National Research Council
Assisted the Program Supervisor of Ford Fellowships, August 2001 – September 2001**

Assembled and created labels, envelopes, produced / edited letters of agreement for Fellows. Assembled press release packages for the Ford Foundation Pre-doctorate and Dissertation & Postdoctoral Fellowship programs. Performed data entry, assessment of the payroll / payment amounts and sent hard checks to the international and domestic located Fellows.

- **Assisted the Administrative Associate, July 2001 – August 2001**
Assisted in the setup for the Human Cloning Panel Meeting on August 7, 2001 - August 8, 2001. Created, organized, & distributed name badges and important information packages. Created a word glossary for the guest speakers and panel.
- **Assisted the Associate Executive Director of Finance, July 2001 – August 2001**
Assisted with budget projections, fiscal year quarterly projections, reconciled invoices, receipts, travel vouchers to fiscal year budget reports, maintained folders, and notebooks.

Fairfax Realty (Saul Corral, Inc.), Falls Church, VA
Real Estate Sales Assistant, July 1996 – August 2002 (Part-time)

Hosted open houses and assisted realtor with everyday tasks, including all daily correspondence, documented and updated customer information changes, filed memos, letters, and contracts. Researched inventory, public records, and the MRIS databases. Performed mass mailings, created flyers, and advertisements.

United States Marine Corps, Okinawa, Japan, 3rd Maintenance Battalion, 3rd FSSG
Pay Non Commission Officer (NCO), July 1993 – July 1996

Supported the 3rd Maintenance Battalion, that had a high rotation rate of over 2,000 Marines and Sailors, with all pay allowances, pay related matters, analyzed and adjusted payroll, allotments, direct deposit information, automatic bill paying, special pay, travel pay and purchased savings bonds. Distributed and forwarded hard checks and maintained safe security. Gave division status reports to senior staff officials. Filed and updated personnel records and documents.

- Supervised data entry and trained personnel,
- Developed office manual, and
- Converted manual systems that utilized a typewriter to computerized systems using WordPerfect.

EDUCATION

Marine Corps Institute

Basic Fundamentals of Leadership, NBC Individual Survival Measures, Hazardous Material / Hazardous Waste Marine, Personal Financial Management, Basic Nutrition

Personnel Administration School, Marine Corps Combat Service Support School (MCCSSS), Camp Lejeune, NC, Certificate, Administrative Clerk Course, 1994

William B. Travis, High School, Austin, TX, 1993

PROFESSIONAL DEVELOPMENT

Advanced Skills for Administrative Support Professionals

The Effective Administrative Support Professional

Various Commercial Real Estate classes and training seminars

VOLUNTEER ACTIVITIES AND EXPERIENCE

Various service activities and programs involving food pantry, soup kitchens, clothing programs, construction, painting, landscaping, computer training, and general administration support.

REFERENCES

Professional references available upon request.