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# SAEDA TILLMON

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Vallejo, CA Contact number: (707) 652-2642 stillmon@comcast.net

I'm a dedicated professional with the ability to get things done. I'm highly motivated, ambitious and goal oriented. I have proven time management skills, with an excellent record of good judgment and decision making skills. Completing projects accurately and on time are a must. I take pride in providing excellent customer service. I'm able to work hard and remain calm in stressful environments. I enjoy working in a group, as well as independently, while being able to and stay open minded and professional all the time.

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## RELEVANT SKILLS AND EXPERIENCE

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### Technical Skills

- Interior and exterior lay outs for commercial and residential buildings using computer-assisted drafting (CAD) equipment and software
- Obtained and assemble data to complete architectural designs, visiting job sites to compile measurements as necessary. Read maps and followed written and verbal geographic directions
- Operated computer-aided drafting (CAD) equipment and conventional drafting station to produce designs, working drawings, charts, forms and records.
- Analyzed building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.

### Customer Service

- Responded to customer concerns in a timely, professional and courteous manner
- Communicated with people outside the organization, representing the organization to customers, the public, government, and other external sources
- Worked with other professional such as City Planning, Banks, Title Companies and Contractors to ensuring all steps were taken to resolve issues.
- Met total service needs of the customer and taking steps to alleviate issues while building customer confidence in the experience.
- Provided information to supervisors, co-workers, subordinates, and customers by telephone, in written form, e-mail, or in person
- Provided telephone support; presenting a courteous and professional phone image using appropriate phone etiquette while handling caller

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## EMPLOYMENT HISTORY

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Quality Assurance, Turn Key Technologies, Benicia, CA	10/ 2007 – 01/ 2009
Real Estate Sales Agent/Property Manager, Global Real Estate, Vallejo, CA	09/ 2006 – 06/ 2008
Administrative Assistant, Luckey Appraisal Group, Vallejo, CA.	05/ 2004 – 07/ 2007
Real Estate Sales Agent, Prudential Cal. Real Estate, Vallejo, CA	11/ 1999 – 09/ 2006
Training Center Coordinator, CompUSA Inc., Vacaville, CA	10/ 1997 – 11/ 1999
Account Executive, CompUSA Inc., Emeryville, CA	06/ 1996 – 10/ 1997

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## EDUCATION

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Anthony's School of Real Estate, San Rafael, CA - Passed the CA Real East Exam  
McKennon Institute, Oakland, CA - Certificate in Swedish Massage  
Currently attending Napa Valley College, Napa, CA – Digital Design Graphics Tech. program