

JAN KRZYSKO
103 Half Moon Circle, Unit C-1, Hypoluxo, Florida 33462
561-547-1877 home ~ 561-504-9344 cell
jankrzysko@comcast.net

SKILLS/KNOWLEDGE:

Typing and Shorthand, MS Word, WordPerfect, Quicken, Outlook, Excel, PowerPoint, numerous types of construction and human resource software.

Extensive legal experience, real estate/title/contract experience, residential and commercial construction/development, human resources and office managerial experience.

Excellent listening and communication; organizational, letter writing and independent office skills. Administrative management leadership focus. Very spontaneous, flexible, loyal and dependable.

PROFESSIONAL EXPERIENCE:

Gordon Homes, Boca Raton, FL

2005-2008

Executive Assistant to President and CEO/Office Manager

- Full responsibility for each and every detail of luxury home builder and staff including highly confidential transactions. Ability to oversee and organize more than 35 sub corporations; assemble due diligence and pre-closing land acquisition activity and procurement of proposals and contracts; Assist sales and marketing department on as needed basis; direct liaison with corporate attorneys and staff; intelligence, freedom and ability to respond without necessity of superior direction.
- Maintain personal home, financial, educational and travel arrangements for corporate principals
- Planning, organizing and implementing new office policies and procedures, payroll processing, human resources director, and oversee employee benefit plans

Northstar Homes, Delray Beach, FL

2003-2005

Executive Assistant to CEO and CFO

- Office manager; all administrative and secretarial for mid-level adult community and town home construction and land development corporation; organization and prioritization of staff schedules, meetings and preparation of minutes, spread sheets, budgetary assistance; contracts, and leases; advisory capacity on design, marketing and advertising for new developments
- Handle all purchase files; computation and preparation of all closing figures and documentation for escrow agent and attorneys.

Emerald Bay Holdings, Ltd., Boca Raton, FL

2002-2003

Construction and Development Executive Assistant

- Liaison between top management, contractors/consultants and interconnection of particulars in travel, mobilization, purchasing, and all other finely tuned aspects of International (Bahamas) development/construction
- Office managerial and administrative skills including corporate minutes of all executive and governmental meetings

Oak Builders, Inc., Glen Ellyn, IL

1999-2002

Office Manager/Executive Assistant/Paralegal

- Managed over one dozen business entities, employees and office procedures including accounting, HR, benefits, sales, and construction. Handled all real estate transactions, title insurance and mortgage loans start to finish
- Implementation of new computers, software, training and corporate website to improve internet presence

Katten, Muchin, Zavis, Chicago IL

1997-1999

Paralegal /Executive Administrative Assistant at prestigious Chicago firm to corporate partner specializing in estate and financial planning

Huck & Sullivan, Wheaton, IL

1982-1997

Paralegal/Executive Assistant to named partner for 15 years with business concentration in estate planning, real estate law, family law, personal injury, and criminal; extensive experience with contracts, pleadings, briefs, as well as law office management, billing, human resources and benefits

EDUCATION and CERTIFICATIONS:

College of DuPage, Glen Ellyn, IL – Certified Professional Secretary (C.P.S.)

Licensed R.E. Agent – Illinois

Gold Coast School of Real Estate – Florida

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References

Rob Gordon
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Patricia Murray
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620 Midway Park
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630-842-6063

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Scott Worley
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