

DESTINY LILLICH

+1 580 284 4815
destynylillich@gmail.com

SUMMARY

Result driven professional with a proven knowledge of office management, human resources, payroll and sales/marketing.

SKILLS

Payroll, Human Resources, Sales/Marketing, Problem Solving, Hiring and Retention
Recruitment, Recruiting Clients, Sales Tracking, Customer Service, Accounts
Payable/Receivable, Recruiting Candidates

EXPERIENCE

OKLAHOMA TEMPORARY SERVICES

Lawton, OK

Senior Employment Specialist/Inside Sales

07/2022 to Current

Recruit and interview potential associates, communicate with clients via phone, email and face to face conversations. Process payroll, approve invoices for payment, handle all workers compensation accidents and claims, handle all outside and inside sales, assist candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.

CENTURY 21 REAL ESTATE LLC

Lawton, OK

Realtor

10/2019 to 07/2022

Managed real estate transactions from initiation to closing, prepared forms needed for real estate transactions, contracts, deeds, closing statements and leases, represented buyers and sellers in major real estate transactions, scheduled home viewings, researched and determined competitive market price.

COMCAST SPECTACOR

Lawton, OK

Office Manager

09/2017 to 02/2019

Administered payroll and maintained proper documentation of employee personnel, Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records, monitored payments due from clients and promptly contacted clients with past due payments, Managed, scheduled and coordinated office functions and activities for employees, created, organized and maintained employee personnel files to keep sensitive data secure. Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork, processed payroll weekly, conducted a new hire orientation bi weekly.

EDUCATION AND TRAINING

HIGH SCHOOL DIPLOMA 05/2016 **Elgin High School**, Elgin, OK

LICENSE IN OKLAHOMA IN REAL ESTATE

Charles Barnes Real Estate School

REFERENCES

Joe Renschen- Joe's Backhoe Service 580-284-4805 (Former Supervisor)

Betty Stokes- 580-585-1335 (Mentor)

Rachel Snider 405-612-7567 (Family/Friend)