

## Letter of Intent

Keller Williams Realty-Heritage  
Attn: Keller Williams Agents  
2338 N. Loop 1604 W., Suite 120  
San Antonio, TX 78248

Dear Sir/ Madame,

I would like to make myself available to the Real Estate community within this office for many reasons: Firstly, the belief in this organization, its philosophies and goals inspire and motivate me to become an integral part of the growth and success of this company.

Secondly, I believe I can make a positive contribution with my knowledge and experience within the organization based on the amount of time I have been a part of this company.

I believe Keller Williams Agents are some of the best and most admired in our area; because of this, I believe it is important to learn from the best. Having stated the above, I do plan to become a licensed agent.

Attached please find my resume which outlines some of my qualifications and experience.

I look forward to hearing from you soon.

You may reach me at 210-781-3709 or via e-mail [diana.montemayor1@gmail.com](mailto:diana.montemayor1@gmail.com)

Respectfully yours,

Diana Montemayor

## DIANA MONTEMAYOR

---

18206 Mantle Drive, San Antonio, TX 78258  
Tel: 210.781.3709 Email: [diana.montemayor1@gmail.com](mailto:diana.montemayor1@gmail.com)

### OBJECTIVE

Experienced bilingual professional seeks career opportunities in administrative support, project management, and office management.

### SUMMARY OF QUALIFICATIONS

Creative problem-solver; Excellent computer skills including Microsoft Office; Project Manager/Producer; Accounting experience; Strong customer service and Management skills; Highly adaptable to any environment; Fast learner; Self-Motivator; Good communicator; Goal oriented; Bilingual and Bicultural in both English and Spanish.

### EXPERIENCE

4/2007-Present    Keller Williams Realty-Cathy Naiser and Company    San Antonio, TX  
Administrative Assistant/Listing Coordinator

- Provided a broad range of Administrative duties and support to Lead Agent in Listing Management, Lead Generation, and Transaction Coordination.
- Applied knowledge of Microsoft Word, Excel and Publisher for creation of various spreadsheets, flyers, and marketing materials.
- Well versed in the use of online Real Estate software including: Paragon, Realtor.com, Virtual Tours, Centralized Showing Service, and other listing tools.
- Utilized and Maintained Top Producer 7i as main database.
- Clerical support

2/2006-2/2007                      The Spina Bifida Association of Texas                      San Antonio, TX  
Assistant Director

- Facilitate public awareness of this non-profit organization
- Educated and Supported in the recognition and prevention of spina bifida through the use of the media and public service announcements.
- Provided information through educational displays at health fairs and community presentations.
- Produced quarterly newsletter
- Clerical support
- Facilitated the formation and meeting of support groups throughout the Bexar County service area.
- Planned, coordinated, and implemented member activities such as TAG (Teen-Adult Group) events and family activities.
- Assisted in developing budget requirements for programs and service activities.
- Monitored adherence to budget.

11/2004-10/2005                      Bromley Communications                      San Antonio, TX  
Freelance Assistant Producer

- Assisted in writing proposals
- Assisted in scope of work and estimates
- Project timelines & budget
- Responsible for timeline monitoring Reporting and Accountability
- Vendor Management and Contact
- Ensured that the proposed creative concepts could be produced within client-specified timeframes and budgets
- Coordinated and scheduled projects from concept to completion providing clear direction using internal/external resources effectively.

---

EXPERIENCE

11/2004-11/2005 Bromley Communications San Antonio, TX  
Freelance Traffic Coordinator

- Acted as primary project information conduit between account services, creative, production, promotions, public relations and media.
- Reviewed quality of information entered into the Traffic System.
- Performed regular follow-ups with all team members. Ensured that all projects are completed on schedule within an organized process.

10/2005-11/2005 Bromley Communications San Antonio, TX  
Freelance Business Production/Clerical

- Ensured that all accounting files from different brands were placed in correct order by job number and brand. Including vendor files, internal files, talent contracts and payoffs and broadcast production files.

10/2003-6/2004 Falcon International Bank San Antonio, TX  
New Accounts Representative/Bank Teller

- Responsible for providing the highest form of customer service by consistently identifying opportunities to generate referrals.
- Processed all new account and international new account transactions.
- Opened, maintained, and closed all account types.
- Performed various clerical duties including answering multi-line phone system, heavy typing, and scanning.

2/2002-3/2003 Access Financial Group San Antonio, TX  
Customer Service & Accounting

- Managed multi-line phone system
- Coordinated conferences
- Provided information to clients and potential clients
- In charge of filing and record keeping
- Coordinated conference calls

EDUCATION

2008 San Antonio Collage San Antonio, TX  
Undergraduate Communications/Radio, Television and Film  
Achievements: Member of Chapter of Phi Theta Kappa Honor Society

2002 Winston Churchill High School San Antonio, TX  
Graduated-High School Diploma

REFERENCES AVAILABLE UPON REQUEST