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## Auction Coordinator Resume

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### Job Objective

To obtain an Auction Coordinator position in a company that will allow me to grow with the company.

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### Work Experience:

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Auction Coordinator, August 2005 – Present  
Cystic Fibrosis Foundation, Denver, CO

- Obtained title and title documents, set floor prices, scheduled sale dates, arranged transportation of vehicles to auction, interacted daily with auctions/managers, associates and vendors.
- Ensured that all repossessed vehicles get to auction.
- Determined the condition of the vehicle.
- Acquired the title and made necessary preparation so that the vehicle can be sold.
- Prepared lists of vehicles to be sold and the auctions at which they are to be sold for the Auction Representatives.
- Received checks from the auctions when vehicles are sold, updated the vehicle record in the computer system and passed the check to cashiering for deposit.

Auction Coordinator, May 2000 – July 2005  
Kar Auction Services, Denver, CO

- Provided daily department assistance with all administrative functions.
  - Provided auction day materials auction day notes, slide shows and auction day flyers.
  - Reviewed QA and conducted daily update of PVT and Starting Bid (SB) as received from data resources.
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### Summary of Qualifications:

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- Hands-on experience in real estate administrative
  - Profound knowledge of personal computer keyboard and ability to learn the software applications
  - Proficient in Microsoft Office Suite Excel, Photoshop and Word
  - Strong attention to detail and ability to multi-task
  - Exceptional ability to pull, read plat and parcel maps
  - Immense ability to interact with senior management, colleagues and clients
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### Education:

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Bachelor's Degree in Finance, Rowan University, New Jersey, NJ

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