

Jeanne-Marie Coloma



12/2017 – 05/2023 Contract completed

PEMCO Ltd. Quality Control Inspector-Remote position

Obtain data from real estate subcontractors throughout the nation regarding real estate transactions for the company's marketing and management contract. Compile data within several categories to create monthly quality control reports that enable the company to track and grade subcontractors on their ability to maintain their responsibilities within the strict government timelines and requirements. Data entry must be within a 1% accuracy rate. Communicate with company representatives to explain results of quality control and offer suggestive methods to increase performance and controls to ensure subcontractors quality in their work.

03/2021-09/2022

DSG Agency Corp. Allstate Insurance Agent

Obtain and market insurance clients in need of home, auto, condo and life insurance. Correctly process data using the Allstate quoting and servicing platforms. Service customers with billing, claims, sales and any other miscellaneous duties to maintain excellent customer service. Maintain daily office operations operating standard office equipment to include fax and printing machines, copiers, computers and any other office equipment needed to function efficiently.

2008-2017

KEY Solutions LLC Quality Control Inspector

Contract was originally held with KEY Solutions LLC and was transferred to PEMCO Ltd. In 2017. All duties were exactly the same with KEY Solutions and with PEMCO Ltd. Same as above.

2013 – Present

XOME Inc. Real Estate Broker

Maintain real estate broker's license with excellent ethical methods. Obtain and maintain relationships with clients, peer sales associates, company executives and community members.

Maintain Licensing requirements, current real estate laws and regulations, contracts, correspondence and sales techniques and any other miscellaneous duties to being a broker.

03/2019 – 03-2020

Maui Divers Jewelry Store Manager Separated due to COVID restrictions

Responsible for all aspects of store operations for three jewelry stores. Responsible for all sales goals, training of sales associates, financial records, security of merchandise, cash and credit card sales receipts, deposits, inventory, marketing, hiring/terminating and discipline for sales associates, and any miscellaneous duties for exceptional store operation. Communicate with community members, customers, clients, sales associates, corporate office and company buyers and designers. Oversee sales goals, sales trends, community trends, upcoming events that could affect sales, training to increase sales and any other miscellaneous duties which affected the sales of the stores

License

Hawaii State Real Estate Brokers license-Active

Hawaii State Life Insurance license-Not Active