

STEPHANIE B CREECH

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EMPLOYMENT HISTORY

- Project Manager** Creech & Co., Hull, MA **08/2008 – Present**
- Assist small businesses with plan development, branding, licensing and minority certification.
 - Create marketing support materials, product packaging and presentations.
 - Design and build web sites including content, social networking, store and blog.
 - Provide personal and business bookkeeping services and year end tax preparation.
 - Manage renovation and addition projects from property analysis through project cost and design improvements.
 - Manage short and long term rental units including tenant screening, unit inspections, rental agreements, termination notices, housing court, emergency services and maintenance programs.
 - Coordinate estate distributions of personal belongings, furniture, assets, donations and repairs.
- Mortgage Advisor** IndyMac Bank, Braintree, MA **07/2007 - 07/2008**
American Home Mortgage, Quincy, MA **01/2006 - 07/2007**
- Explained in detail mortgage options, originated loans, managed process and attended closings.
 - Produced educational workshops on credit and mortgage lending with presentations and supporting materials.
 - Built strong relationships with referral sources and participated in joint marketing opportunities.
- Regional Assistant/Marketing** RBC Mortgage / New Century, Hingham, MA **01/2002 - 12/2005**
- Supported senior level management and the needs of a new regional sales team.
 - Worked between sales and support, tracked volume and calculated expenses.
 - Assisted with office locations, opening process, hiring support staff, training and creating policies and procedures.
 - Organized corporate functions to build brand awareness and increase volume. Sourced venue, sponsors and entertainment. Managed all on-site preparations including theme, menu and electronic marketing. Designed, printed and mailed invitations for the entire team, managed RSVP's, created personalized name tags and gift bags. Conducted post event follow-up with key players and created method to track results.
 - Design marketing materials including cards, invitations, announcements, presentations and brochures.
 - Coordinated calendars, scheduled meetings, managed agenda and provided follow-up.
- Project Manager** Creech Design & Construction, Hingham, MA **09/2000 - 12/2001**
- Managed residential renovation project to \$1,000,000.
 - Worked with architect, managed permits, conservation, participated in the interior design and decoration, sourced finishes, oversaw contractors and managed financials.
 - Traveled abroad for design elements and custom furniture.
- Asst Marketing Manager** Cambridge Resource Group, Braintree, MA **10/1998 - 06/2000**
- Liaison between manager and vendors.
 - Designed proposals in presentation format including video elements.
- Asst Marketing Manager** AJA International, Scituate, MA **01/1997 - 09/1998**
- Formatted technical manuals and informational sheets for products.
 - Participated in events including conference and trade show scheduling, travel and on site requirements.
- Mortgage Advisor** PNC Mortgage, Orlando FL & Woburn, MA **12/1994 - 11/1996**
- Developed referral sources, originated loans and managed pipeline.
- Manager** Retail: Clothing, Grocery and Supply, VA & GA **09/1988 - 12/1993**
- Managed employees including scheduling and payroll.
 - Projected yearly sales, monthly P&L and managed deposits.

COMPUTER SKILLS

Microsoft Office, Adobe Creative Suite, QuickBooks, ACT, Picasa, Firefox, etc.

EDUCATION

Real Estate License No. 009509582 Commonwealth of Massachusetts **10/2008**
BA-Communications Cedar Crest College, Allentown, PA **05/1988**