

DESIRAE SATTERFIELD

916.248.0570 | DESIRAESATTERFIELD1@GMAIL.COM

Dedicated professional with over 20 years of combined experience in customer service, administrative support, and file/records management. Flexible, versatile, and self-driven, with a track record of building rapport with the public and managing responsibilities independently. Effective communicator seeking to bring strong organizational skills and a service-oriented approach to a Property Management role.

SKILLS

- Customer Service
- Administrative and Clerical
- Organization & Time Management
- Adaptability
- Recordkeeping & Attention to detail
- Conflict Resolution

EXPERIENCE

TELE SALES REPRESENTATIVE → ADMINISTRATIVE ASSISTANT / QUALITY CONTROL

MAXIMUM SECURITY ALARMS

2011 - PRESENT

- Started in tele sales and was promoted into an Administrative Assistant role based on strong performance and reliability.
- Handle quality control duties, reviewing work for accuracy and consistency.
- Provide day-to-day administrative and customer support, maintaining organized records and files.
- Communicate effectively with customers and team members to resolve issues and meet expectations.

IN-HOME CARE PROVIDER

SATTERFIELD RESIDENCE

2008 – 2011

- Provided attentive, compassionate in-home care, managing daily schedules and responsibilities independently.
- Handled household administrative tasks, including managing money and coordinating appointments.
- Demonstrated reliability and sound judgment in a self-directed caregiving role.

FIELD REPRESENTATIVE

OPINION SAMPLING

2007 – 2008

- Engaged with the public to gather survey and opinion data, ensuring accuracy and completeness.
- Built rapport quickly with a wide range of people while representing the organization professionally.
- Maintained organized records of completed work and submitted timely reports.

EDUCATION & TRAINING

- R.E.N.E.W. - Residential Property Management Training Program presented by IREM Sacramento Valley - 2026
 - Covered the full property management cycle: marketing, leasing, fair housing, applications, resident retention, maintenance, and move-out/security deposits.
- Career Pathways Program, Certificate of Completion presented by the California Mobility Center
- Job Readiness Program presented by Women's Empowerment