

Kyle D. Edwards

EDUCATION:	Attended: The Ohio State University - Newark, Ohio Central Ohio Technical Institute - Newark, Ohio	2008 - 2010 2010
SKILLS:	Strong organization and communication skills Proficient in Microsoft Office applications: Word, Excel, PowerPoint, Teams Innovative and creativity in problem resolution	
EMPLOYMENT:	RE/MAX Partners The Wright Group - REALTOR® Dublin, Ohio 43017	2024 - Present
	<ul style="list-style-type: none">· Represent buyers and sellers in residential real estate transactions throughout Columbus and surrounding neighborhoods, providing guidance on local market conditions and housing trends· Advise clients on property values, neighborhood characteristics, and housing options to support informed decision-making· Coordinate with lenders, inspectors, title professionals, and attorneys to facilitate smooth and compliant real estate transactions· Uphold ethical standards and fair housing laws while working directly with residents to navigate complex housing and ownership processes	
	IAP Design-Build – Accounting Coordinator Columbus, Ohio 43215	2023 - 2025
	<ul style="list-style-type: none">· Process accounts payable and accounts receivable· Review and reconcile daily cash receipts to bank deposits, preparing and entering journal entries to record transactions· Assist Controller in preparing and reconciling general ledger accounts· Assist Controller in conducting the timely month-end closing	
	Landmark Health - Community Health Advocate Hilliard, Ohio 43026	2022 - 2023
	<ul style="list-style-type: none">· Community outreach to gain engagement with healthcare providers· Create patient awareness by outreaching to eligible members by presenting the Landmark program & garnering patient support & interest to further meet their healthcare needs· Ability to work under pressure and understand the needs of emotional patients· Utilization of Salesforce for documenting & maintaining business relationships· Maintaining and exceeding sales quotas	
	Gutridge - Human Resources Newark, Ohio 43055	2015 - 2022
	<ul style="list-style-type: none">· Complete all onboarding for new hires· Company benefits coordinator· Process Workers Compensation claims and maintain OSHA 300A log· Organize employee time entry and process payroll· Creation and deployment of new employee handbook· Recruiter for all positions needed within company· All employee relations and direct reporting to HR Manager	