

Porscha Reynolds

Huntsville, AL

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256-763-2367

PROFILE

Dedicated and motivated professional with more than 20 years of experience managing customer relationships, coordinating business operations, and leading day-to-day administrative functions as a salon manager, real estate professional, office manager, and mobile notary. Known for my professionalism, strong communication, organization, and a willingness to learn new skills. Currently training in hands-on residential construction to help me grow in my career as a realtor and pursue future endeavors in the homebuilding industry.

EMPLOYMENT HISTORY

Office Manager, Liberty Tax

December 2022 - Current

- Manage daily office operations in a fast-paced customer service environment.
- Coordinate scheduling, client communication, and administrative activities.
- Maintain organized records and documentation while ensuring accuracy and confidentiality.
- Resolve customer concerns professionally and efficiently.
- Support office productivity by managing multiple priorities and deadlines.

Realtor, Virtuous Realty Group

August 2022 - April 2025

- Assisted clients throughout the residential home buying and selling process.
- Coordinated appointments, inspections, and documentation while maintaining strong attention to detail.
- Built positive relationships through excellent communication and customer service.
- Managed contracts, deadlines, and transaction documentation.
- Developed a working knowledge of residential homes, construction features, and property systems.

Salon Manager / Licensed Cosmetologist

2002 – Present

- Managed daily business operations, scheduling, inventory, and customer service.
- Built long-term client relationships through professionalism and reliability.
- Maintained a clean, organized, and safe work environment.
- Trained and mentored staff while ensuring high standards of quality and customer satisfaction.

Mobile Notary Public, Self-Employed

- Prepare and verify legal documents with exceptional attention to detail.
- Coordinate appointments while maintaining professionalism and confidentiality.
- Manage scheduling and client communication independently.

SPECIAL SKILLS

- Hair Coloring, Cutting, Styling
- Technical Training Experience
- Microsoft Word
- Microsoft PowerPoint
- Data Entry
- Office Administration
- Customer Relationship Management
- Recordkeeping

EDUCATION

Calhoun Community College	Current
North Alabama Homebuilding Academy	July 2026
Trade Focus: Carpentry	
High School Diploma, Sparkman High School	

CERTIFICATIONS

Safety 6 Residential Worksite Safety Certification	June 2026
Alabama Licensed Real Estate Agent	
Alabama Licensed Cosmetologist	
Alabama Notary Public	