

BURNETT KLEMA

Auction Administrator

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(695) 251-8540

Pine Street, Atlanta, GA 30303



PROFILE

I am an experienced Auction Administrator with over 5 years of experience in the industry. I have a proven track record of success in managing auctions and administering auction processes. I am knowledgeable in all aspects of the auction business, including but not limited to: marketing, sales, customer service, accounting, and administration. I possess strong communication and organizational skills, which are essential for this position. In addition, I am detail-oriented and able to work well under pressure.

LINKS

[linkedin.com/in/burnettklema](https://www.linkedin.com/in/burnettklema)

SKILLS

HTML

CSS

JavaScript

React

Node.js

Express

LANGUAGES

English

Hindi

EMPLOYMENT HISTORY

- **Auction Administrator II at J.P. King Auction Company, Inc., GA**
May 2022 - Present
 - Led the development and implementation of a new online auction platform that increased customer satisfaction by 25%.
 - Negotiated and secured contracts with 5 new vendors, resulting in a 10% cost reduction for auction services.
 - Developed and implemented successful marketing campaigns that increased auction attendance by 15%.
 - Generated \$2 million in revenue through the sale of donated items at auctions.
 - Managed a team of 10 staff members who successfully executed 20 live auctions.
- **Auction Administrator I at Williams & Williams Worldwide Real Estate Auction, GA**
Sep 2017 - Apr 2022
 - Conducted 50 successful auctions with 100% satisfaction from clients.
 - Managed a team of 10 auctioneers and support staff.
 - Generated \$5 million in revenue for the company.
 - Negotiated contracts with vendors to save the company 15% on costs.
 - Trained 5 new Auction Administrators.

EDUCATION

Bachelor of Science in Business Administration at University of Georgia, GA

Sep 2013 - May 2017

The coursework I've learned in Bachelor of Science in Business Administration has taught me how to manage a business and its finances.

CERTIFICATES

Certified Auction Administrator (CAA)

May 2021

Certified Estate Sales Specialist (CESS)

Nov 2019

MEMBERSHIPS

National Auctioneers Association

National Association of Realtors