

# Terry A. Korfin

## **PROFESSIONAL PROFILE**

- Administrator with a strong work ethic, organizational and communication skills, attention to detail.
- Generates enthusiasm and motivates others, hands-on expertise in employee training and mentoring.
- Promotes the work environment and institutes procedures to improve productivity, increase efficiency and enhance quality.
- Highly skilled in all aspects of office work and multi-tasking in fast-paced environment
- Dedicated to client service.

## **CAREER EXPERIENCE**

**Sunny Bippus Interiors, Inc.**, Office Manager - West Palm Beach, Florida  
**T. G. Design Inc.**, Design Associate- West Palm Beach, Florida  
**Charles R. Dear Inc.**, Operations Director, - New York, NY & Palm Beach, Florida  
**Office of the Borough President**, Research Aide, - Brooklyn, NY  
**May, Borg & Company**, Specialist Clerk, - New York, NY  
Trading Floor of the American Stock Exchange

## **SUMMARY**

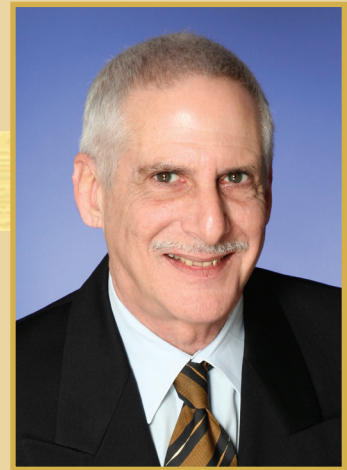
The diversity of my employment experience has provided me with multiple skills enabling me to provide the research, administrative and support services necessary to any business operation.

## **EDUCATION**

**Rutgers University** - Newark, New Jersey  
Major: Business Administration  
**Roselle Park High School** - Roselle Park, New Jersey  
Course of Study: College Prep  
Certificate: Diploma

## **PERSONAL**

A dedicated family man, Terry moved to Indianapolis in 2004 and has since become an avid Colts fan. His other interests include all forms of art, design, contemporary fiction, film and New York Times crossword puzzles.



**Terry A. Korfin**

JANET BROWNING TEAM

9279 N. Meridian Street

Indianapolis, IN 46260

Direct (317) 580-5853

Fax (317) 843-7767

E-mail: [terry@talktotucker.com](mailto:terry@talktotucker.com)

[www.janetbrowningteam.com](http://www.janetbrowningteam.com)



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