

# OFFICE & HUMAN RESOURCES MANAGER

# KRISTIN MOLLDREM



## MULTI-FACETED ADMINISTRATIVE PROFESSIONAL

Kristin Mollrem joined Siegel-Gallagher, Inc. in May of 2001 as the Executive Assistant and Administrative Manager for the Investment Group. Prior to coming to Milwaukee, she was Executive Assistant and Assistant Director of Church Relations at Carthage College in Kenosha, Wisconsin. During her career at Siegel-Gallagher, Mollrem has been involved in transactions valued in excess of \$400 million.

In April 2004, she was promoted to Office Manager and in October of 2007 to Human Resource Manager.

### EXPERTISE

- Marketing materials
- Marketing process implementation
- Listing administration
- Contact database management
- Human Resource management

### EDUCATION & ACCREDITATIONS

- B.A., Carthage College, Kenosha, Wisconsin
- Certificate in Human Resource Management (Candidate)

### AFFILIATIONS

- Remedy Fitness (Founder)



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