

PAT HOFFSCHNEIDER, OFFICE MANAGER

October 1, 2005 - present

Education/Training:

- Real Estate Broker's License
- Real Estate Salesperson's License
- Access Data Base Training
- Microsoft Excel and Microsoft Word Training
- Acc Pac and Quickbooks Training

Previous Professional Experience:

- Real Estate Broker, Hoffschneider Mgmt Co, Lincoln & Omaha
- Office Manager/Bookkeeper, Cornhusker Heating & Air, Lincoln
- Bookkeeper, Dana F. Cole, Lincoln
- Administrative Assistant, to the President of N.P. Dodge Co., Omaha
- Administrative Assistant/Bookkeeper, Exeter Public Schools, Exeter
- Self-Employed Sales Representative



Boards/Advisory Committees/Organizations (past & current):

- AkSarBen
- American Business Women's Association
- American Society for Association Executives
- Chamber of Commerce
- Girl Scouts and Boy Scouts
- Habitat for Humanity
- Member of American Institute of Professional Bookkeepers
- Notary Public
- Optimist Club
- Thrivent Financial for Lutherans - Secretary
- Women Against Violence

Work phone: 402-476-2092
Cell phone: 402-429-9547
Work Email: phoff44@hotmail.com
Fax: 402-476-5665

Personal Information:

Pat and her husband, John live in Lincoln.

They have six grown children, 13 grandchildren and one great-grandson.

Pat enjoys reading, gardening, golfing, playing cards and board games, and spending time with the grandkids.