

# Voit Real Estate Services

**Eva Abrego**

**Director of Operations**

## **CAREER SUMMARY**

Eva Abrego is the Director of Operations for Voit Real Estate Services' Irvine, Anaheim, Ontario, and Los Angeles offices. She brings over 17 years of experience and leadership to Voit in all areas of operations management, accounting, budgeting and financial management; including staff development and convention/corporate event planning.

## **ADMINISTRATIVE**

- Manages the overall operations to ensure the offices and brokerage departments are running smoothly
- Improves service quality by streamlining processes; updating procedures and evaluating system results
- Coordinates company and community sponsored events

## **FINANCE**

- Plan, coordinate, and execute the financial procedure, annual budget process, revenue and expense forecasting, historical and analytical reporting
- Commission processing, database management, payroll, accounts payable, and purchasing

## **HR MANAGEMENT**

- Maintains administrative staff by recruiting, selecting, and on-boarding employees
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; counseling employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Develops professional and personal growth opportunities through ongoing coaching and training

Eva maintains professional and technical knowledge by attending training workshops; benchmarking professional standards and reviewing professional publications. She establishes personal networks through Commercial Real Estate Women (CREW Orange County), and participates in CREW's Mentor Program. Eva is commissioned by the state of California as a Notary Public. In addition, Eva makes a positive impact on her community by volunteering her time with Working Wardrobes®, Boys & Girls Club of Santa Ana and Orange County Rescue Mission.

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## **CAREER EXPERIENCE**

### **CBRE**

Senior Office Operations Manager  
Newport Beach, Anaheim and Ontario Offices

### **Mission Hospital**

Office Manager, Women's Health Services

### **Franchise Services, Inc.**

Director of Corporate Events/Executive  
Administrative support to CEO, CFO, and  
President/COO

### **Broadcom**

Administrative Manager, Corporate Services

### **Sperry Commercial**

Operations Manager

# **Voit**

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