

CAREER OBJECTIVE

Over ten years of Administrative experience highly motivated and dedicated to getting the work done. Seeking position in the property management industry, where I can utilize my skills while acquiring new skills in a challenging environment. .

SKILLS

- ◆ Efficient and reliable professional with 10+ years of Administrative Assistant experience
- ◆ Highly organized, detail oriented performer with demonstrated ability to work in a fast paced office
- ◆ Proficient in Microsoft Word and Excel with typing speed of 65 wpm
- ◆ Strong verbal and written communication skills
- ◆ Self-motivated and able to multitask and meet deadlines

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

(Internship) R.A Snyder Properties

San Diego, CA 02/2013 to Current

- Assisted Regional Property mgr. in corporate office with ordering supplies, printing out invoices for waste mgt project.
- Scanned vendor W9 forms into software system.
- Assisted property mgr. with updating resident insurance and followed up with insurance company to ensure tenant is current. Posted notices on resident's doors.
- Assisted property mgr. with Lease renewals and viewed process of security deposits, delinquency report and verifying utility bill is current, Posted notices on resident's doors.
- Received rent and gave receipts, Scanned residents checks and HUD payments into software system.
- Created purchase orders and followed up with vendor and created link for purchase order for payment
- Posted maintenance requests into log and followed up with tenant to ensure everything was completed successfully.
- Administrative Tasks opened and distributed mail throughout company office and answered phones

Project//Administrative Coordinator, BestComm Networks Inc. Tucson, AZ 05/2004 to 08/2008

- Commended by the Vice President at BestComm for being a flexible team player with the ability to effectively prioritize and juggle multiple concurrent projects
- Provided outstanding support to the Director of Operations at BestComm
- Assisted the Company Office Coordinator with setting up a new database, which increased efficiency at BestComm and provided more visibility to each project phase
- Introduced more efficient method for installing internet equipment and for coordinator information on weekly reports
- Demonstrated talent at BestComm for identifying, improving and streamlining complex word processes
- Successfully marketed yearly support agreements to existing clients which increased sales at BestComm
- Reviewed customer hotel network design to ensure that all customer equipment needs were met
- Distributed work order efficiently for installation and shipping and made sure that all the pertinent information was provided to the relevant departments

Network Provisioning Assistant, Express Tel

San Diego, CA 03/1999 to 10/2003

- Determine charges for services requested, collect payments and process credit transactions
- Processed work order to switch room techs for scheduling of T-1 lines and coordinating installations
- Process new and disconnect orders with local telephone companies for new lines in a timely manner, which resulted taking on more orders from corporate office at Express Tel
- Maintained status reports for conference meeting for all installations efficiently which resulted taking on more responsibilities

EDUCATION:

Project Management Professional	San Diego State University	San Diego, CA	01/2013 to Present
Property Management IREM	Restart Education & Training Program	San Diego, CA	01/2013 to Present
Financial Literacy	YWCA Education & Training Program	San Diego, CA	10/2012 to 01/2013
Phlebotomy Lab Technician	Southwestern College	San Diego, CA	05/2010 to 11/2011
Business Office Specialist	United Educational Institute	San Diego, CA	03/1998 to 10/1998