

Objective

Over 17 years of experience as an Office Manager, directing operations, planning, and technical training efforts. Extensive supervisory experience and management of both operations and human resources. Proven ability to build lasting relationships with co-workers, clients, and vendors. Considerable background designing and implementing programs. Highly organized and extremely detail oriented. Very positive attitude and committed to excellence in customer service.

Skills

Proficient In Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft Outlook, Project Management, Organizing, Accounting Practices, Quality Service Enhancements, Instructing, and Customer Service.

Work Experience

Office Manager (Real Estate)

ABC Corporation - May 1997 – January 2012

- Assisted in all facets of construction, marketing, sales, accounts receivable and payable.
- Developed timeline, scheduled all subcontractors and suppliers, processed estimates, drafted the contracts and documentation on over 100 homes constructed with an on-time project completion rate of 95%.
- Maintained vital communication with home buyers, centralized records management and handled all correspondence.
- Managed all aspects of billing, a/r, and a/p general ledger postings, posted payroll and account reconciliation.
- Recouped \$10,000 previously assessed fines and avoided future fines by implementing a system of tracking subcontractors workmans comp.
- Re-bid the cost of insurance coverage saving employer over 30% in insurance premiums.
- Reviewed the corporations general ledger as well as those of 5 sister companies against bank statements and other documentation to ensure accuracy.

Assistant Property Manager

ABC Corporation - September 1995 – April 1997

- Responsibilities and accomplishments included within 6 months was responsible for the day-to-day leasing operations of 50 unit sister property.
- Collaborated with maintenance to ensure issues addressed and that vacated apartments were quickly readied for occupancy.
- Processed rental applications, collected and recorded rent payments, issued rent renewals, addressed residential problems.
- Processed eviction notices and appeared in court as a company representative.
- Played a key role in preparing probate documents after the passing of the companys founder.
- Assisted attorneys in case-preparation, prepared testimonials and supporting documentation and filed cases in small claims court as necessary.
- Scheduled employers daily office appointments, professional meetings, and seminars.

Education

Bachelors in Nursing - (University Of Connecticut - Storrs, CT)Business, Communications -
(Kankakee Community College - Kankakee, IL)