

Erika D. Pearson

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SKILLS SUMMARY: Dynamic, energetic, an all aspects related highly experienced property with some knowledge in commercial property with 5 years. Managing over 300 properties in the Cleveland area, insuring buildings and their maintenance were in safety guidelines are respected, keeping the property in good shape, overseeing repairs, budgeting, and assisting the landlord with business obligations. Primarily responsible for resident rents, deposits, fees, and file management

- Collected revenue decreasing delinquency from \$62,450 at walk-on to \$17,110 within 6 months.
- Increased occupancy from 87% to 95%, lowering exposure to 5% in a poor market
- Consistently reached monthly budget and collection goals

EXPERIENCE

Graylain LLC, **Leasing Agent/Property Manager**, Greater Cleveland

May 2011 - Dec. 2016

- Maintained properties for rentals by advertising and filling vacancies; obtaining referrals from current tenants, show units
- Contracts with tenant by negotiating leases, collecting security deposit, quality control inspections, provided tenants with monthly rent and fee statements, and issue three-day notices
- Assume assumptions for point of sales, resolve housing and building violations, process work orders for residents, manage maintenance team and coordinate contactors to resolve any issues to keep property violation free

Dr. Malcolm Walters DDS, **Dental Assistant/Front Desk**, University Heights, Ohio

October 2013 -April 2015

- Fast paces dentistry, ability to maintain records over computer, prepare trays after reviewing daily schedule, having patient prepared for dentist, executed general dental laboratory functions, perform general chair-side duties and assisting with all types of procedures including General, Endo, Oral surgery, and Orthodontics
- Checking insurance, filling schedule, responsible for weekly correspondence, preparing bills/ collect copays from patients, package and deliveries, answering multiple phone lines, direct calls, maintain office voicemail, treatment plans/ payment plans, set up financial agreements, and manage offices

Aspen Dental, **Dental Assistant**, Mayfield Heights, Ohio

August 2012 - July 2013

- Seating patients in the treatment area, passing requested instruments to the dentist during dental procedures, adjusting made of partials/ full dentures, making temporary crowns, sterilization and preparation of instruments, taking impressions of teeth for study models, provide oral hygiene instructions, and preventive dentistry & dietary counseling
- Providing assistance at front desk, record keeping, telephone management, and billing, ordering supplies, serve as office manager or receptionist, greeting patients and introducing patients to the dental practice

Dental Assistant/ **Externship**

April 2012 - July 2012

Dr. Lynda Butler DDS, Cleveland, OH

- Greeted and seated patients, charting, chair-side assisting, and sterilized instruments, took impressions, mixed and poured models, set up and tear down rooms, and stocking rooms

EDUCATION

Dental Assisting Diploma - Remington College, North Olmsted, Ohio

Diploma, Richmond Heights High School