Gaye Nicklaus

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**Executive/Administrative Assistant/Tenant Service Coordinator**

Professional Summary

I can offer professional customer service, executive support, and project management support. I have great office

management skills for multiple office environments, I am able to juggle several projects at the same time and meet

deadlines.

Professional Skills

* Microsoft Windows, Excel, Publisher, PowerPoint, Project and Outlook, Lenel Security System, Procure to Pay, Yardi/Voyager, Building Engines, Cash Receipts
* Knowledge of Calendar and Travel Management
* Knowledge of Multi Phone Lines, Filing, Faxes, 10 key, photo copier and scanning
* Data Entry in Excel, Word
* Month End Reports in Excel
* Office Supply Ordering – Business cards, letter head, and all office supplies

Professional Experience

Transwestern Bellevue, WA

*Tenant Service Associate* Current

Create spreadsheets and track COI’s (certificate of insurance), monitor work orders and conference room

reservations in Building Engines. Organize food trucks on a rotating schedule. Organize monthly tenant

events. Execute and follow through with the Kingsley Survey with 100% participation. Process building access

cards in Lenel security system. Prepare vendor service agreements and work authorizations. Upload invoice

batches and process invoices into P2P. Create relationships with vendors and contractors for future business.

Create flyers for tenant events. Supervise janitorial, security and landscape vendors. Monitor security pass

down calendar for a variety of contractor’s and vendors. Support all staff to include PM/APM/Project Managers and Engineers.

Terrene Ventures Kirkland, WA

Project Manager Dec, 2014 – Aug 2015

Created relationships with vendors and subs for the project, scheduled and prioritized the project by using

Microsoft Project, managed daily and monthly calendar, data processing and created a daily punch list.

Lake Washington School District King County

Substitute (many areas/levels) Jan, 2013 – Dec, 2014

Office Assistant –answering multi phone lines, scheduling attendance, bookkeeping, project management,

nurse's aid

Private Families (multiple clients/references available) Kirkland, WA

Household Manager/Nanny Aug, 2010 – Dec 2014

Personal Assistant – organizing and managing families and homes

Nanny – provide a positive, loving, and structured environment. Also includes outing, pick up and drop off from

School and activities, homework help, meal prep. Some extended daycare services at my home

City Kids Preschool Kirkland, WA

Assistant Teacher Sept, 2009 – Aug, 2010

Organize Lesson Plans for Pre-school aged children

Build on Sensory and Motor Skills already introduced

Introducing a healthy routine and maintaining a clean, sanitary environment

Changing a Generation (non-profit foundation) Kirkland, WA

Administrative/Personal Assistant Dec, 2007 – April, 2008

Assisting with assessments and providing awareness concerning financial resources available for orphans in Bulgaria, Uganda and Ghana

Office management - Accounts payable, accounts receivable, payroll, budget coordinator

Event and benefit coordinator, Organize fundraisers for the non-profit foundation

Proofing-Company newsletter and email correspondence

Business Careers, Inc. Bellevue, WA

Business Administrator Nov 1997 – Nov 2005

General Office management-phones, budget management, AR and AP

Data Processing, background checks, month end reports

Office supplies-printed materials, business cards, letter head etc…

Organize annual corporate seminars and holiday events

Education

Pacific Office Automation-Bellevue, WA Customer Service Training

Lake Washington High School – Kirkland, WA