**TAWANNA CARTER**

Eagan, MN 55123

(651) 493-3376

tawannacarter2000@yahoo.com

**EDUCATION**

Associate of Science Degree, Business Administration

Globe College/Minnesota School of Business, Woodbury, MN

**EMPLOYMENT**

Minnesota Housing Finance Agency, Saint Paul, MN 2015 - 2016

**Legal Administrative Assistant**

* Draft grants, legal agreements for closings and loan servicing transactions.
* Prepare loan documents and assist closers with processing loans.
* Perform data entry and prepare files for real estate developments.
* Responsible for providing litigation assistance to attorneys.

Coldwell Banker Commercial Griffin Companies, Minneapolis, MN 2014 – 2015

**Administrative Assistant**

* Assist property manager with leasing and maintenance of commercial properties.
* Prepare leases, monthly financial reports and proposals for property management services.
* Dispatch maintenance and coordinate vendor projects.
* Responsible for collecting rent and accounts receivable/accounts payable.

Shapiro Brown & Alt, LLP, Virginia Beach, VA 2011 - 2013

**Legal Assistant**

* Process referrals and assist with intake for foreclosure.
* Assist attorney with preparing documents for expediting the foreclosure process.
* Perform data entry and maintain client database.
* Prepare debt collection letters and documents for recording.

Harbor Tower Apartments, Portsmouth, VA 2008 - 2010

**Leasing Agent**

* Coordinate leasing of furnished and unfurnished apartments.
* Process applications, preform credit and background checks for prospective tenants.
* Prepare leases and assist tenants with rent collection, lease renewals and maintenance issues.
* Supervise maintenance, valet and housekeeping staff.