

CAROLINA NARBUTAS

973-862-9739

carolinanarbutas@gmail.com

Successful professional with over 13 years of clerical and administrative experience. Honest and reliable person, with strong ethics, works well under pressure, goal oriented. Proficient in Microsoft Office and QuickBooks.

EXPERIENCE

DATES FROM 2016– TO CURRENT

OFFICE MANAGER, AMERICAN KITCHEN AND FLOORING, STUART, FL.

Answer telephone and emails, handle Facebook page, coordinate appointments between clients and contractors, type contracts, file, handle payable and receivables. Prepare Invoices, Purchase Orders, bank reconciliation. Use of Excel, Word, QuickBooks 2018

DATES FROM 2013– TO 2015

PROPERTY MANAGER, SAIL POINTE APARTMENTS, PORT ST LUCIE, FL. (WATERLEAF APARTMENTS)

Manage 231 apartments, run credit and background checks. Review applications for potential tenants. Supervision of 4 staff members. Keep the property over 95% occupancy and less than 3% delinquency. Prepare evictions, handle purchases.

DATES FROM 2010– TO 2013

LEASING APARTMENT COMPLEX, SABAL CHASE APARTMENTS, FORT PIERCE, FL.

Run credit and background checks to possible tenants for low income property. Review vouchers and all appropriate documentation. Take work orders from tenants and follow up with maintenance. Keep property occupied 100%, prepare social events for tenants.

EDUCATION

DECEMBER 2015

REAL ESTATE AGENT LICENSE, STATE OF FLORIDA

DECEMBER 1999

FOOD TECHNOLOGIST, UNIVERSIDAD IBEROAMERICANA, MEXICO

SKILLS

- Reliable, punctual and honest person
- Goal Oriented
- Use of QuickBooks 2018
- Microsoft Office

- Team player and good listener

- Bilingual (Spanish)

ACTIVITIES

Besides been a professional, I am a wife and a mother of a 13 years old daughter, we volunteer together at the Humane Society of Palm city and I function as a treasurer at a non-profit organization.