

Leasing Systems Application Administrator Leasing Systems Application Administrator Leasing Systems Application Administrator - Simon Property Group Indianapolis, IN Work Experience

Leasing Systems Application Administrator Simon Property Group - Indianapolis, IN October 2017 to Present Responsible for the accurate flow of data through various systems along with issue resolution associated with data flow Ensure various systems meet the demands of all end users, including recommending enhancements and strategies Utilized cross-functional communication skills to complete tasks and projects with various departments Complete various ad-hoc sales and performance analysis as requested by Executive Management Responsible for preparing, reviewing, and analyzing all occupancy and production reporting for Lease Services Department

Lease Analyst Simon Property Group - Indianapolis, IN September 2016 to October 2017 Analyzed, administered and processed lease data and charges. Calculated and prepared billings and invoices including common area maintenance, real estate tax, and percentage rent. Developed the ability to learn and work independently by researching policies and procedures Expanded knowledge of leases and other commercial real estate legal documents and processes Received a promotion at the minimum employment length requirement Consumer Credit Field Examiner Indiana Department of Financial Institutions - Indianapolis, IN February 2015 to September 2016 Performed on and off-site examinations to determine the overall compliance level of a variety of consumer credit related entities Demonstrated time management skills by satisfactorily completing examinations on a quarterly basis with little or no direct supervision Recommended strategies and procedures to assist entities in maintaining compliance with various state and federal regulations Demonstrated verbal and written communication skills to explain violations and recommendations

Sales Associate Sherwin Williams - Terre Haute, IN July 2013 to November 2014 Demonstrated excellent in person and over-the-phone customer service skills as a sales associate Developed multi-tasking skills in a fast paced working environment Worked as a member of a team to efficiently and effectively process customer orders Assisted the store manager with inventory control, product ordering, and scheduling

Education Bachelor of Science in Financial Services Indiana State University Skills DATA ANALYSIS, PROBLEM SOLVING,

TRAINING

Name: Adam Christensen

Email: dbates@example.net

Phone: 862.938.0140x9399