

Assistant Property Manager Assistant Property Manager Administrative Assistant Pittsford, NY

Highly skilled Administrative Assistant with experience working in diverse office environments.

Enthusiastic self-starter with strong background in performing tasks using exceptional communication and customer service acumen. Proven abilities in developing positive relationships with clients and co-workers. Ability to multi-task in a fast paced atmosphere. Outstanding

capacity to meet objectives. Authorized to work in the US for any employer Work Experience

Assistant Property Manager Crofton Perdue Associates, Inc February 2018 to November 2018

Prepared all material to be handed out at Annual Homeowner's Association meetings. Entered all homeowner requests for changes in common areas into the TOPS system and submitted to the Homeowners Associate Board. Submitted requests by homeowners for repair to the personal area of their home. Mailed yearly budget reports to all homeowners at individual communities.

Assisted Property Managers in all projects as requested. Front Desk Administrator Broadstone Real Estate, LLC October 2017 to December 2017 Completed data entry and reconciliation tasks.

Prepared manuals for presentation at internal meetings. Greeted and directed callers and visitors in a courteous and professional manner. Assumed other duties and responsibilities as needed.

Operations Coordinator Chapman & Co., LLC June 2016 to November 2016 Ran reports to track changes in the stock market. Created financial reports to be given to clients during meetings with advisor. Followed-up on state and federal return status in ATX system. Database Administrator

Wall Street Financial Group July 2013 to March 2016 Processed sales proposals to be approved by the Compliance Department. If rejected, contact the Financial Advisor for additional and/or correct information. Updated information submitted for current clients in the Laserfiche Management System. Followed up on Change of Broker/Dealer requests with finance companies.

Ran weekly reports to find missing and deficient items on client paperwork submitted by the Financial Advisor. Worked with the advisors to correct missing information. Ran a weekly P.O. report for the Commissions Department to determine if agent fees should be released.

Administrative Assistant Sonitrol Security Systems October 2012 to May 2013 Prepared proposals, contracts and addendums. Produced weekly sales reports. Followed-up with customers

regarding technical service visits. Results were reported to the President and Vice-President weekly.

Executive Assistant/Customer Service AP Professionals - Rochester, NY March 2009 to August 2012 Baush & Lomb, Rochester, NY Convergent Wealth Advisors, Pittsford, NY LiDestri Foods, Fairport, NY The Camden Group, Rochester, NY Koch Containers, Victor, NY Prepared marketing, presentation and training materials. Responsible for management of client databases including the SharePoint and CRM systems. Opened and invoiced Purchase Orders and reconciled billing statements. Scheduled the completion of customer orders with the processing department.

Lead Administrative Associate Wausau Signature Agency July 2000 to February 2009 Managed the day-to-day work of the Vice President, Directors of Sales and Sales, Service and Marketing Managers throughout the North East and Mid-Atlantic. Scheduled training, meetings, appointments and travel commitments to ensure effective use of time. Negotiated with meeting facilities and monitored expenses for regional meetings throughout the Northeast. Supported Human Resources in completing and processing new employee and termination paperwork on behalf of the Managers to alleviate administrative burden. Successfully loaded all software programs onto PCs for new hires to ensure rapid transition into the work environment. This was successfully completed with 100% of our hires. Provided support to the Customer Service department generating Certificates of Insurance and proposals on the Sagitta Agency Management System.

Office Administrator Comforce Technologies September 1996 to December 1999 Responsible for administrative support for the Vice-President, Sales Manager, Recruiters and Resource Managers in the Rochester and Syracuse offices. Created formal correspondence, project bids and contracts to ensure that all technical placement openings were filled with capable contractors. Served as liaison between contractors and the Payroll Department to ensure that deductions were made correctly. Consistently processed all Health, Dental and Life insurance forms and provided customer support for any questions that employees and contractors had regarding their insurance. Consistently reviewed, submitted and followed up on expense reports to ensure accuracy and timely payment.

Education License in Property & Casualty New York State Insurance May 2003 to January 2020 A.A.S in Social Science Finger Lakes Community College -

Canandaigua, NY Skills Property Management, Outlook, Microsoft Office, Outlook, Microsoft Office
Links <http://www.linkedin.com/in/dianepike> Certifications/Licenses NYS Property & Casualty
Insurance License May 2003 to January 2020

Name: Christina Kelley

Email: samuelnelson@example.com

Phone: +1-886-933-8400