

DAMARISE M. DAVIS

OBJECTIVE

To obtain a position which utilizes my professionalism, customer service experience, and the confidence to handle challenging situations, as well as my drive to succeed.

QUALIFICATIONS

- Hardworking personality.
- Excel in all positions offered.
- Oregon Notary
- Discovery
- Trial Prep
- Closing files
- Filing
- Mail- incoming and outgoing
- Organization
- Familiarity with standard office equipment- photocopying, faxing, scanning
- Knowledge and experience in Microsoft Word, Outlook, Excel, PowerPoint, and Publisher.
- Ability to communicate well with the public and handle multiple tasks.
- Excellent verbal and written communication.
- Interpersonal skills.
- Phone etiquette and experience with multi-line phones.
- Able to multi-task and prioritize when needed.
- Dependable, detail-oriented, friendly, organized, efficient, self-motivated, and positive.
- Typing speed of 65+ wpm.
- Computer skills in both PC and Mac platforms.
- Customer service experience.
- Ability to understand Spanish.

EXPERIENCE

- | | | |
|---|---------------------|---------------|
| 01/2010-Current | BlueStone & Hockley | Hillsboro, OR |
| <i>Marketing Manager/ Office Manager</i> | | |
| ■ Shared secretary for businesses | | |
| ■ Marketing manager/office manager for business office suites | | |
| ■ Keyholder | | |

- Maintain a professional relationship with tenants
- Direct clients to correct office
- Market vacants to produce leads
- Ensure tenant satisfaction
- Screen calls for tenants
- Direct calls to correct office
- Assist tenants with business services
- Maintain a clean office environment
- Maintain a professional atmosphere
- Open/close office when needed
- Provide prospects with requested information
- Respond to all inquiries

05/2009-01/2010 Orenco Gardens Apartments Hillsboro, OR
Leasing Consultant

- Apartment leasing in a 264-unit property.
- Keyholder.
- Maintain a professional client relationship.
- Assist in sales to maintain high occupancy standards.
- Interact with and maintain a good rapport with vendors.
- Marketing to produce leads.
- Input all service requests into system and close out when completed.
- Enter and track all data into computer system.
- Provide excellent customer service.
- Maintain clean office environment.
- Open-close office on weekends.
- Respond to all inquiries.
- Screen prospective residents.
- Respond to all resident concerns.
- Prepare notices and other documents as needed.
- Filing.
- Answering phones and directing to correct personnel.

01/2009-05/2009 VA Regional Office Work-Study Portland, OR
Office Support/ various positions

- Greet clients and client interaction.
- Professional customer service.
- Assist the VR&E with various office tasks.
- Down filing, drop-filing.
- Answering multi-line phone.
- Sort and distribute incoming and outgoing mail.

- Preparation of outgoing mail.
- Photocopying.
- Maintain client confidentiality.
- Taking and delivering messages.

01/2005-Present Caregiver/Mother Beaverton, OR
Mother

- Brainstorm activities to ensure children are having fun.
- Prepare meals to ensure children are healthy.
- Ensure children are on a schedule and maintain a happy and safe well-being.

03/2008-02/2009 KinderCare Learning Center Beaverton, OR
Lead Teacher

- Assist children in basic daily needs which include: eating, hand-washing, toileting, drawing, etc.
- Assure children are in a safe environment.
- Make sure childrens' needs are met on a daily basis.
- Communicate with children regarding daily activities and problems they may be experiencing.
- Plan and complete daily assignments and curriculum.
- Help in other areas of the building as needed.

10/2006-05/2007 The Groves Apartments Gresham, OR
Professional Leasing Consultant

- Keyholder.
- Input service requests into maintenance system for office and residents.
- Leased apartments to residents of a 201-unit complex.
- Expanded sales to ensure an occupancy rate of at least 90%.
- Maintained good rapport with outside vendors.
- Scheduled appointments with vendors.
- Property tours to prospective residents.
- Prepared leases and other legal documents.
- Inspected vacant apartments to ensure cleanliness and proper maintenance.
- Handled financial tasks by depositing funds into company account.
- Assisted financial managers with weekly and daily reports.
- Use of Yardi software to track prospect information, rent collection, etc.

EDUCATION

Current	American Public Univeristy	Online
<i>Legal Studies</i>		
<ul style="list-style-type: none">▪ Continuing education courses to complete my bachelor's degree in legal studies in order to continue my education goal of obtaining a law degree		

06/2003-01/2004	College of Legal Arts	Portland, OR
<i>Medical Transcription Certificate</i>		

REFERENCES

Available upon request