Megan Lade

9549 SW Jonathan Ct.

Portland, OR 97219

954-661-1064

**Education**

Pratt Institute of Art and Design, Brooklyn, New York

Bachelor of Industrial Design, with Honors Degree conferred May 2000

Morristown High School, Morristown, New Jersey

Graduated June 1996

**Work Experience**

Account Temps

West Palm Beach, FL

Stacey Lyons - Coordinator

November 2009 - February 2010

Accounts Receivable/Payable

Duties: Collecting Homeowners maintenance payments for over 30 communities and Condos in Florida. Depositing checks using both manual and scan machine for online banking. Keeping homeowner’s accounts up to date using TOPS and Yardi System Software. ERAS lockbox via CNL Bank, including downloading daily deposits and setting up automatic withdrawals for interested homeowners. High volume of customer calls concerning their homeowner accounts. Sending delinquent accounts to the attorney and keeping a record of all attorney matters for delinquent homeowners. Filling out estoppels letters for upcoming home sales. Accounts payable for over 30 communities. Copying and distributing Financial Statements. Receiving and distributing attorney payoff checks for delinquent accounts. General Office duties ie: copying, filing, faxing, email, general computer skills.

Pointe Management Group, Inc

Delray Beach, FL

Suzanne Nunez – Manager (315) 934-4266

January 2005 to October 2009

Accounts Receivable

Duties: Collecting Homeowner’s maintenance payments for over 20 Communities and Condos in South Florida. Depositing checks into Community accounts, entering information into homeowners accounts in Yardi System Software, mailing late notices and final notices to delinquent homeowners. Working with ERAS system via First Southern Bank to collect online customer transactions through their lockbox service. Setting up Automatic Withdrawals from customer accounts. Taking a high volume of customer calls concerning their maintenance accounts. Setting up accounts to be sent to the attorney. Setting up yearly payment coupons to be sent to homeowners. General Office duties: answering the phone, doing large mailings, copying, filing etc.

Poinciana Management, Inc.

Palm Beach, Florida

March 2003 to September 2004

Donna Irwin, Manager (561) 848-1300

Office Assistant / Receptionist

Duties: Assist with General Office duties such as filing, answering phones, writing leases, copying, faxing, and computer work. Assisted with Accts. Receivable sending monthly statements, making collection phone calls, computer entry of rents received etc. Ordered all Office Equipment and supplies and kept inventory of all. Ran E-bay Auctions for Vice President of Company. Computer skills include Yardi Systems Software, Excel, Microsoft Word, Photoshop, Internet Explorer and other Microsoft Software.

Freelance Work Period, Florida

September 2001 – January 2003

Job: Photographer of Fine Art for Online Auctions, Art Shipper, Online Auction Manager

American Life and Health Group

Lake Worth, Florida

November 2000 to August 2001

Michelle Mankamyer, President (561) 547-9003

Marketing Assistant

Duties: Assisting Senior Marketers, making phone calls to/from clients, general office duties, assisting in the production and national mailing of flyers invitations, and mail response cards.

Morristown Memorial Hospital

Morristown, New Jersey

1998-2000 part time

Shelly Seleskey, R.N.-Manager 973-971-5076

Unit Representative-Telemetry Floor

Duties: answering multi-line phone, computer entry of doctor’s orders, pharmacy faxing, addressing patient and doctor’s complex concerns, filing, and general clerical duties.

**Skills**

~Proficient in Microsoft Word, Excel, Internet Explorer, Outlook

~Windows and Macintosh

~Proficient in Yardi Database

~Knowledge of “mail machines” ie: meter, scales, addresser etc.

~Knowledge of Risograph, folding and tabbing machine

**Honors and Awards**

~Pratt Presidential Merit Scholarship (4 years)

~President’s List (> 3.6 g.p.a. 1 semester)

~Dean’s List (>3.0 g.p.a. 5 semesters)

~Pratt Circle Award presented at graduation “outstanding academic achievement throughout academic career

**References**

Suzanne Nunez (315) 934-4266

Donna Irwin (561) 848-1300

Michelle Mankamyer (561) 547-9003