

Bruce Engelberg

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Objective

A position as Administrative Office Manager in a medium to large building where I will organize data and maintain profitability.

Experience

NRI-Staffing

Washington, DC

Assistant Property Manager

02-12-2022-Present

- ✓ Managed properties consisting of condominiums in upscale neighborhoods.
- ✓ Collected rent checks, logged the event, and delivered receipts for each.
- ✓ Entered work orders into Vantaca for general maintenance, emergencies, and delinquencies, in the building units. Contacted tenants to schedule resolutions.
- ✓ Used Hikvision DVR Security Camera System **#DS-7216HGHI-SH** to monitor the premises.
- ✓ Accepted packages from FedEx, UPS, USPS, and Amazon, and handed the packages to the recipient.
- ✓ The maintenance of the building was facilitated by a program called BuildingLink (Desktop and GEO).

Temporary

02-2022 - 09-2022

- ✓ Supported several companies on a temporary basis replacing a dire need.
- ✓ Controlled a ticket entrance by checking for electronic tickets.
- ✓ Handed out gift bags at the National's baseball games.

Contract Remote

Website Developer

08-2020 - 01-2021

- ✓ Maintained several WordPress websites for content and functionality.
- ✓ Used themes such as WPBakery for attractive appearances and effects.
- ✓ Updated the back end and gained control using cPanel webhosting software.

Target

Falls Church, Virginia

Electronics Salesperson

03-2017 - 01-2019

- ✓ Educated customers regarding new technology in the Electronics section.
- ✓ Stocked and organized bleeding-edge products with a custom Zebra PDA.

- ✓ Assisted clientele in finding technology solutions and accessories to meet specific needs.
- ✓ Finalized sales on a consistent basis.

Amazon.com

Seattle, Washington

Risk Analyst

03-2016 - 12-2016

- ✓ Created and analyzed Excel spreadsheets on an hourly basis to ensure the flow of deliveries.
- ✓ Utilized a five-screen setup with latest Windows OS.
- ✓ Communicated with shipping centers utilizing Microsoft Lync and VOIP telephones.
- ✓ Embarked on a streamlining and documenting side project to enhance macros in use.

The Corporate Presence

New York, New York

IT Specialist

12-2013 - 09-2014

- ✓ Performed Help Desk role at company's main office located on Wall Street, in person, and at satellite offices, by phone and through use of remote administration tools.
- ✓ Updated passwords, cleared bugs, restarted terminals, and performed other help desk functions to employees of a multioffice business.
- ✓ Maintained sales databases and pruned information with ODBC, for prospective clients, for use by the sales team.
- ✓ Worked directly with the sales team, clients, contractors, and management to provide a working world wide system.