
Kimberly Morales

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Professional Overview

Administrative Assistant with **3** years experience in **Property Management**.
Demonstrated ability to provide exceptional support and service for a broad-range of staff and clients.

Summary of Skills

- Bilingual
 - 3 years of experience providing administrative support.
 - 3+ years experience in a fast-paced, deadline-driven environment.
 - 6.5 Continuing Education Credits for NEAHMA Basic Occupancy.
 - Microsoft Word, Outlook and Excel.
 - Skilled in QuickBooks.
 - Spreadsheet creation, entry and formulation.
 - Ability to work independently or as part of a team to meet project deadlines
 - Filing and data archiving.
 - Active Learning, Calendaring, Client Relations, Computer Proficiency.
 - Customer Service, Data Collection, Data Entry, Documentation, Email, Internet Research, Letters and Memos.
 - Multi-Task Management, Research, Scheduling, Telephone Skills, Time Management.
 - Type 60 WPM
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Work Experience

September 2008 to
April 2011

First Resource Management Company

Springfield, MA

Administrative Assistant

- Managed incoming and outgoing calls for busy property management office.
- Scheduled and confirmed appointments for entire management team.
- Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Provided efficient customer service to residents.
- Manage maintenance work orders.
- Issue late rent notices and 14-day notices.
- Manage rental applications and waiting list.
- Assisted in resident screening, move-in and annual recertification.

- Develop resident notices.
- Manage supplies orders.
- Manage answering service log, weather log and arrest log.
- Manage online property advertisement.

December 2007 to
September 2008

Springfield Holdings LLC

Springfield, MA

Receptionist

- Managed incoming and outgoing calls for busy property management office.
- Scheduled and confirmed appointments for entire management team.
- Assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Provided efficient customer service to residents.
- Manage maintenance work orders.
- Issue late rent notices and 14-day notices.
- Manage rental applications and waiting list.
- Assisted in resident screening, move-in and annual recertification.
- Develop resident notices.
- Manage supplies orders.
- Manage answering service log.

January 2007 to
May 2007

Burger King

Gurabo, PR

General Employee

- Customer Service.
- Cash Register handling.
- Maintenance of restaurant.
- Receiving and distribution of orders.

October 2005 to
February 2006

Burger King

Las Piedras, PR

General Employee

- Customer Service.
- Cash Register handling.
- Maintenance of restaurant.
- Receiving and distribution of orders.

June 2005 to
July 2005

Al Sur Este

Humacao, PR

Painter

- Drawing of Painting
- Painting of Painting
- Cleaning work area, surroundings and tools.

June 2004 to

ADT

July 2004

Caguas, PR

Summer Camp Leader

- Supervision of children
- Recreational Activities
- Chaperoning of children

December 2003 to
January 2004

Consortio

Gurabo, PR

Maintenance

- Maintenance of ball park and stadium.
- Painting of stadium.
- Organization of maintenance tools.

July 2002 to
August 2002

Consortio

Gurabo, PR

Summer Camp Leader

- Supervision of children
- Recreational Activities
- Chaperoning of children

Education

2004

Dra. Conchita Cuevas

Gurabo, PR, 00778

High School Diploma

- Honor Roll Student
- Leader's Club
- Library Club
- Nueva Era Club
- Talent Search Program