

**Zaida Izquierdo**

**1141 Broad St 2<sup>nd</sup> FL Hartford, Ct 06106**

**860-838-1482 Zaidai006@hotmail.com**

**Profile:** A young professional with unique combination of Management experience and customer service, bringing to the table the ability to combine Management development with office administration.

**Objective:** I am searching for a company that will utilize all of my talents as office assistant. The position I seek will afford me the opportunity to use my communication and people skills, as well as my working knowledge of computer software and office equipment. The position should present various challenges, opportunity for growth, and rewards commensurate with performance

**Experience:**

**2008-Present-Konover Residential (Leasing agent, Assistant Manager & Property Manager)**

Greeting costumers

Interviewing all applicants to uncover their source of income, family status, attitude and reason for renting.

Direct and manage project development from beginning to end

Show any interested tenants around the rental property, run credit checks on the tenants to make sure that they are willing and able to afford their rent payments.

Define project scope, goals and deliverables that support business goals Collaborated with senior management and stakeholders.

Collect rent in a timely matter, handled evictions-contacted attorneys, respond to and addressing maintenance issues.

Build, develop, and grow any business relationships vital to the success of the project.

**2007-2008- Robert M. Medina M.D. (C.N.A.)**

Answered phones, filing medical records, schedule appointments and handled payments.

Collecting samples for testing, Taking vital signs, Monitoring patients and reporting changes

Kept operations running smoothly and efficiently.

provide emotional support to patients

**2006- Sunrise Accounting & Taxation Services, LLC (Accounting Assistant)**

Answer phones; ensure all filing is done in a timely and accurate manner,

Used Microsoft office excel & quick books.

Prepared and process invoices check requests, manual checks and contract payments.

Verify calculations and input codes in to the Accounts system in an accurate manner.

**Education;**

Bulkeley High School-300 Wethersfield Ave Hartford, CT 06114 860-695-1000

Job Corps Academy-100 William Shorty Campbell St HTFD, CT 06106 860-953-7201

High School Diploma, C.N.A. Certified, C.O.S.-Certified Occupancy Specialist & Tax Credit knowledge (spectrum) (NCHM)

Strong Microsoft and Excel skills

Good organization and administrative skills

Excellent attention to detail

References upon request