

Jennifer Dugas

Madeira Beach, FL 33708

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(720) 723-8576

To obtain a position in the supporting role as a property accountant/administrator within a commercial real estate firm with the opportunity to grow to operations management.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Delivery Driver

DoorDash - Madeira Beach, FL

August 2018 to Present

Food delivery service

Loan Officer

American Pacific Mortgage

February 2018 to July 2018

Evaluate & determine borrower's credit worthiness through detailed credit analysis

- Process & package loan documents for loan submission
- Educate realtors & borrowers on financial product underwriting guidelines

Wholesale Account Rep

Essex Mortgage

October 2017 to February 2018

Educate mortgage brokers on financial product underwriting guidelines

- Communicate findings to brokers and help navigate conditions required for final approval

Property Accountant

Haven Property Managers & Advisors

May 2015 to September 2017

Prepare/Analyze financial statements for 9 commercial bldgs (office/retail/residential)

- General Ledger - record journal entries, account reconciliations, accruals
- Full cycle A/P for 9 commercial bldgs./Full cycle A/R - abstract contracts, post cash, billing
- Maintain lease, TI, Capital and straight line rent depreciation/amortization schedules

Property Accountant

DPC Companies, LLC

April 2012 to May 2015

Prepare/Analyze financial statements for 16 commercial bldgs (office/retail)

- General Ledger - record journal entries, account reconciliations, accruals
- Full cycle A/P for 16 commercial bldgs./Full cycle A/R - abstract contracts, post cash, billing
- Maintain lease, TI, Capital and straight line rent depreciation/amortization schedules

Data Entry Clerk

Radiology Imaging Associates/Ledgent

April 2010 to April 2012

Property Accountant

Rubenstein Partners, LLC

August 2005 to March 2010

Prepare financial statements, maintain lease, TI, and EE depreciation amortization schedules

- General Ledger - record journal entries, account reconciliations, accruals
- Full Cycle A/P for 17 commercial bldgs. (3 million sq ft), maintain construction budgets
- Full Cycle A/R - abstract contracts, post cash, billing, maintain TI build out budgets
- Train property managers how to prepare budgets, read variance reports, and use MRI software/Avid

Xchange

Barry Real Estate Companies A/P Manager

- Full Cycle A/P for 17 commercial bldgs. (3 million sq ft)
- Maintain TI build out budgets, process AIAs, cost account a \$25 million construction loan and several other smaller construction loans

A/P Clerk

Milner Document Products

March 2004 to February 2005

Full cycle A/P: Research, audit, code & post invoices; disburse checks using MAS200

Office Mgr/Processor

Metropolitan Mortgage

January 2002 to January 2004

Processed & package loan documents for submission to lending institutions

- Ability to evaluate and determine credit worthiness through detailed credit analysis

Software: MRI, Yardi, Mas90, Mas200, Skyline, Onesite, Great Plains, Encompass

Education

High school or equivalent

Skills

- Excel (10+ years)
- Data Entry (10+ years)

- Sales (1 year)
- accounting
- Underwriting
- Loan Officer Experience
- General Ledger Accounting
- Credit Analysis
- Financial Statement Preparation
- Journal Entries

Assessments

Outside Sales — Expert

January 2020

Actively listening and responding appropriately; performing common sales calculations.

Full results: https://share.indeedassessments.com/share_assignment/0enntpntlz0eg4n

Accounting: Basic Principles — Proficient

January 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_assignment/f4ubmqcsaeufqql2

Principles of Accounting — Proficient

January 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/6d80b43efbe7003b64772fa6495f7d76eed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/8b734ab18e980c0b5e96efbfb303e238eed53dc074545cb7>

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