

Alex B. Myers

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Skills Summary

- Proficient in Microsoft Word 2007, PowerPoint, Excel, Outlook and Topps Software (property management software)
- Typing Skills: 50 wpm.
- Bilingual: English and Spanish

Work Experience

Assistant Property Management: ABC Company 2007 – 2009

- Worked FT/PT property managing to front office with heavy customer service work got rental homes ready for next tenant in a timely fashion. Made bank deposits and collected rental monies.

Assistant Property Management: GHI Company 2006 – 2007

- Created Lease Agreements using Zip Forms
- Collected rent monthly
- Issued deposits at end of leases
- Resolved maintenance issues
- Answered phones

Assistant Property Management: XYZ Corporation 1995 – 2005

- Complete legal documents pertaining to lease administration
- Manage resident move in and out process to insure resident satisfaction
- Assist with resident renewals, expansion and contractions
- Collect and deposit community revenue and maintain company budget

Education

New York University
A.A.S. Degree Received in Secretarial Studies with Word Processing

1989 – 1995

Reference furnished upon request.

JeffTheCareerCoach.com