

October 2000 - June 2001

Goddard Investment Group

Atlanta, GA

Administrative Assistant, Asset Management Group

Projects: Lenox Towers, Gwinnett Gateway, Breckinridge Center

- Prepared leases, lease renewals, sublease and assignment agreements; updated monthly vacancy report; created and updated quarterly transaction and lease expiration reports.
- Compiled quarterly and semi-annual reports for property owners; updated stacking plans, site plans and floor plans for each property, and created and updated capital expense and rent reconciliation reports.

March 1996 - August 2000

Cushman & Wakefield of Florida, Inc.

Miami, FL

September 1999 - August 2000

Associate/Salesperson, Retail Brokerage

Projects: Intracoastal Mall, Union Planters Plaza, Sunshine Square, Apopka Plaza

- Completed agency leasing and re-letting of over 40,000 square feet of retail space at six properties spanning Central and South Florida; created and compiled marketing pieces for mass distribution; managed all other responsibilities associated with property leasing and tenant relations.

March 1996 - September 1999

Senior Secretary

- Senior secretary to managing director, branch administrator, CEO, and director/broker (3/96 - 12/97). Served in same role for senior director/broker, Financial Services Group, as well as two associate brokers in the retail division (1/98 - 9/99).
- Prepared executive summaries and offering memoranda for the Financial Services Group.
- Compiled monthly, quarterly and annual reports for department; coordinated all functions and events for the Dade and Broward offices and press release information for public relations firm.
- Assisted human resources department, prepared payroll for all hourly salaried employees.

Qualifications

Experienced in Microsoft Office 2003 and 2007 (Excel, Word, Outlook, Publisher, and PowerPoint), Windows 2000 and XP, Adobe 7.0, 8.0 and 9.0, Adobe Photoshop 7.0, FTP Applications, Great Plains, Quark Xpress (Windows and Mac versions), Mac, Primavera Expedition, and others

Education

MIAMI-DADE COMMUNITY COLLEGE, Miami, FL

Course of Study: Associate in Arts

FLORIDA STATE UNIVERSITY, Tallahassee, FL

Résumé current as of May 2012

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