

Elaine Flores

6001 Moon St NE
Apt 1214
Albuquerque, NM 87111
Cell: 505/967-3801
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momzangel@yahoo.com

Experience
Domestic Engineer
Domestic Engeneer
Albuquerque, NM / Merrillville, IN
January 2008 - Present

Have been a stay at home wife and want to get back to work. I just moved back to Albuquerque, NM from Merrillville, Indiana in July and am looking forward to going back to work.

RGIS Inventory Specialists
Auditor
Albuquerque, NM December 2007 - January 2008

Traveled within the state of New Mexico to Major department and grocery stores and did a full inventory with scanner and also counted all merchandise.

Rent A Center
Sales Manager
Albuquerque, NM June 2007 - September 2007

Cashier, Inside/Outside Sales, Telemarketing, Collections, Rent Ready, Customer Service, Take payments, etc. Bank Deposits, Count Monies, etc.

Wyoming Place Apartments
Leasing Agent
Albuquerque, NM May 2007 - June 2007

Customer Service, Answer Phones, Tour Apartments and property and lease Apts. I have experience with Yardi

Mesa Verde Apartments
Property Manager
Roswell, NM September 2006 - November 2006

(505) 622-4944 Johnny Hamilton Post rent collections, door to door knocking to collect past due rents, Answer phones, Order supplies, Processed Inventory move ins and move outs, Processed Evictions, Supervised 4 employees, Deal with residents on a daily basis, deal with contractors, handled petty cash, invoicing, etc.

Reason left: Moved back to Albuquerque, NM

Chickasaw Nation Industries
Data Clerk II (DQI)
Albuquerque, NM March 2005 - June 2006

(505) 348-8200 Lisa Lawrence
TAAMS/ TFAS/ENCODING/SCANNING
I worked with OIL & GAS LEASES, PROBATES, FARMING & GRAZING LEASES- We made sure that everything was correct on leases before entering into database, Data Entry, Research, Post QA, Reconciliation of Files, Scan documents, etc. Traveled to Concho,Ok; Miami, OK; Billings, Mt; Rosebud, SD; Standing Rock, ND ns) to Scan Files, Encode into TAAMS Realty; Ownership Research;Organization of files; Post QA (Quality Assurance) work, prepping files. Received Super Star Award for overall Production for 3rd Quarter 2005

Reason left: Moved to Roswell, NM

Valley Transportation of NM (Moving Company)
Receptionist
Albuquerque, NM January 1992 - March 2005

(505) 831-8000 Ask for Tom Reichert
Answer phones, Invoices, Typing of all paperwork, schedule appointments, DATA ENTRY, Customer Service, etc.

Reason left: Company sold- Went to work for Chickasaw Nation Industries

Education
Manzano High School
High School
Albuquerque, NM May 1982

Skills

Answer phones, typing of all paperwork... I type 64 words per minute, payroll, scanning, scheduling appt for salesman, CUSTOMER SERVICE, I have also worked cashiering, Uhaul truck rentals - I rented trucks to people, gave quotes, cashiered, and when it was slow I helped out with the sign company, Data Entry, Research Oil & Gas leases, Farming & Grazing Leases, Probates, Homesite leases, etc.- Making sure that all information is correct before entering information into TAAMS Realty database, Post QA, Reconciliation of files, Encoding into TAAMS Realty, TFAS access, Ownership Research, Prep Files etc. Manage 142 unit apartment Complex, Payroll, Petty cash, etc.

References

Tom Reichert - Sales- Graebel Movers 505/831-8000 Frances Terrell Implementation Supervisor 505/796-3121
Lynette Waters Post QA/Scanning Manager 505/348-8169
Nancy Nunez Special Projects Manager
505/348-8466 Debbie Vigil (Valley Transportation) 505/363-6364 Noel Gutierrez (City of Albuquerque - Dept of Senior Affairs) 505/315-5261
Steve Perea (Owner-Internet Express) 505/315-8709
Donna De La Cruz (Santa Ana Casino) 505/250-5478
Diane Sloey (Empire Warehouse) 915/592-5222
Pam Riviera (Subia Graphics) 505/315-3492

Position desired

DATA ENTRY, Call Center, Administrative, Post Quality Assurance, Probate Clerk, Customer service, Research, etc. Apartment Community Manager/ Assistant, Payroll, Receptionist, Marketing Manager, etc.

Katie Mitton
1115 Arroyo Lupine Circle
Albuquerque, NM 87116
Cell (505) 615-3730

OBJECTIVE To obtain a position with an organization where education, experience and initiative will be a continuation of my professional growth.

EDUCATION Salt Lake Community College, Salt Lake City, UT, 1997-98
Major: General Studies

Great Basin Community College, Elko, NV, 1997
Major: General Studies

Elko High School, Elko, NV, 1997

EMPLOYMENT Leasing Agent, Hunt Companies, August 2007- December 2009
Final inspections on apartment homes, Show apartment homes, Take loan applications, Input loan applications, Maintain wait lists, Scheduling appointments, Answering incoming calls, Filing

Loan Officer, Centex Home Equity, July 2002 – April 2003
Answered incoming phone calls; Input loan applications, Reviewed applicants credit histories, titles and appraisals; Informed applicants about loan status; Scheduled appraisals and closings for applicant.

Lending Assistant, GB Home Equity, January 2002 – July 2002
Input loan applications; Reviewed applicants credit histories, titles and appraisals; Confirm or deny loan applications; Informed applicants about loan status.

Assistant Loan Processor, Centex Home Equity, August 2001-July 2002
Answered incoming phone calls; Input loan applications, Reviewed applicants credit histories, titles and appraisals; Informed applicants about loan status; Scheduled appraisals and closings for applicant.

EXPERIENCE Data Entry, Filing, Accounts payable/Receivable, Answering multi-phone lines, Scheduling, Windows, Microsoft Excel, Microsoft Word, ARC, AMSI, Wizard

REFERENCES Veronica Huling
Kirtland Family Housing
1012 Golden Smoke Drive
Albuquerque, NM 87116
(505) 977-2099

Kristi Wagner
(513) 267-4264

Jessica Davis
6350 Eubank Blvd. #213
Albuquerque, NM 87111
(973) 344-1287

