

Erika Okinga

- Objective** Looking for a position that will utilize my excellent organization, management and computer skills. Interested in expanding my career opportunities. Willing to relocate.
- Education** 08/00-01/03 Sierra Mountain High School Grass Valley, CA
High School Diploma 3.67 GPA Average
08/09-Current NMSU/DACC Las Cruces, NM
HIT Major 4.0 GPA Average
- Professional** 10/04-10/06 Brasher's Auto/Ford Dept Sacramento, CA
File Clerk
Prepare and maintain vehicles records for 500+ auction weekly, bill all charges against each vehicle including transportation and repair charges
06/07-10/07 Base Auto Sales Las Cruces, NM
Title Clerk
Transfer of ownership titles, maintain sales records, upkeep of files, transfer of vehicles
10/07-Current First Valley Management Group Las Cruces, NM
Property Manager/Associate Broker
Manage 83+ privately owned rental condos, promote sales
- Professional Memberships** LCAR - Las Cruces Association of Realtors, WIT - Women in Technology, CARNM- Commercial Assoc of Realtors NM
- Languages** English
- References** Cynthia Copeland- Association Manager, 3 yrs.
3650 Morningstar Drive Las Cruces, NM 88011 575-312-1473c.
Greg Sellers- Construction Superintendent, 13 yrs.
7501 Farmgate Way Citrus Heights, CA 95601 916-801-1954c.
Ron Sugamoto- Base Auto Sales, 4 yrs
401 S. Valley Drive Las Cruces, NM 88005 575-430-4870

Jamie Bunch
4094B Mercury Circle
Albuquerque, NM 87116
505-917-7414

Objective:

To obtain a management position with a company that will challenge and utilize my abilities and experience in the apartment industry.

Employment History:

Westwood Residential (03/2008-05/2009)

Community Manager

249 apartment homes

Maintained and exceeded budget with a positive NOI every month, maintained 97% occupancy while increasing rental rates, closed out each month with \$0 - \$500 delinquent, outreach marketing, weekly occupancy/marketing/budget reports, monthly close out reports, community inspections, emaculate curb appeal, accounts payable, accounts receivable, petty cash reconciliation, resident functions/retention, owner's reports, variance reports, bad debt collections, payroll, and supervising staff, including hiring and terminating employees as needed in the best interest of the community.

Pinnacle (02/2005-04/2007) management company changed to Bernard Allison (04/2007-3/2008)

Community Manager

341 apartment homes

Three communities were new acquisitions for the owner and management company. Managed \$1.6 million in rehab for exterior and interiors. Prepared monthly draw requests for the owner to submit to the bank. Created spreadsheets to show the cost per unit throughout the rehab. Supervised contract work throughout the rehab. Increased occupancy by 20% within 3 months. Maintained and prepared budgets, weekly reports, variance reports, month-end reports, monthly re-classes and accruals, owner's visits, inspections by bank representatives, quarterly replacement reserves requests, supervised and trained on-site staff, outreach marketing, petty cash reconciliation, redecorated model apartments, payables, rent increases, payroll, hired and terminated employees, resident relations and retention, mentor and trainer to managers at four sister properties.

Eagle Point Apartments (09/2003-02/2005)

332 apartment homes

Promoted from Assistant Manager to Community Manager within ten months

Budget control, variance reports, occupancy analysis reports, owner's reports, outreach marketing, rent increases, payroll, created mini-models, resident relations and retention, payables, hiring and terminating employees, supervise and train staff of 8, petty cash reconciliation, and showed community to prospective investors, prepared for and transitioned the community and files before and after the sale of the community in November 2004. Posted rent, weekly reports, pre-close reports, month-end reports, first of the month billing, bank deposits, filed evictions / appeared on behalf of the owner in court, maintained low delinquency, collections, monthly newsletter, assessed move-out charges and completed deposit accounting.

The Villas at La Privada Apartments

(05/2002 - 09/2003)

544 apartment homes

Leasing Consultant

Duties: touring prospective residents, verifying applications, outreach marketing, renewals, resident relations and retention, entering traffic into AMSI, creating mini-models, inspecting apartments and preparing paperwork for new move-ins.

Computer Program Experience and Additional Training:

Accounting Software: Yardi, AMSI, Rent Roll, MRI, Onesite

Background Verification Software: Blue Moon, Onsite, Safe Rent

Additional Training: Fair Housing, How to Survive in Court, Telephone and Touring Techniques, Mold, “How to Spot a Meth Lab”, “Million Dollar Managers”, and “Having a Bad Day or a Bad Attitude!”

References:

Jeannie Brown & Barbara Cloud

505-296-8207 Sentinel

Kathy Relyea

480-225-6941 Pinnacle

Brenda Vaccaro

505-332-4300

Laura Pendleton
4323 Canada Place NW
Albuquerque, New Mexico
602-680-8667
laura.l.pendleton@gmail.com

Objective

To obtain permanent employment in a productive environment that will utilize my past skills and abilities as a qualified and dependable employee.

Qualifications

I am meticulous, detail oriented and very dedicated to customer service with strong interpersonal skills. Because I have worked extensively in the customer service field with diverse groups of people, I have an excellent understanding of the importance of maintaining a positive and productive customer relationship(s).

Work History

Big Two Toyota, Stylist Chandler, AZ (2006-2009)
Stylist, Supervisor, Made daily operational reports and deposits

Bronze and Glow, Membership Sales Chandler, AZ (2006)
Manager, Front Desk Sales, Inventory

Saturn Car Dealership, Sales Rep Tempe, AZ (2005)
Customer Service, Auto Sales

Jilly's Restaurant , Hostess Tempe, AZ (2004-2005)
Hostess, Waitress Assistant

Radiance Med Spa, SPA Coordinator Tempe, AZ (2004)
Scheduled Appointments, Retail Sales

Scissors Palace, Manager Chandler, AZ (2003-2004)
Managed 5 Stylist, Inventory Control

Additional employment details available upon request