

Lenora Simpson

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OBJECTIVE: *Obtain a position as a Storage Manager*

EMPLOYMENT:

- 02/10 – present Eastview Terrace, North Little Rock, AR
On-Site Manager
- Manage property
 - Process Tax credit compliance applications and Section 8
 - Process payroll for staff
 - Collect rent
 - Maintain less than three percent delinquency
 - Familiar with billing
 - Protect the Owner's Investment
 - Resident relations
- 09/09 – 02/10 The Ridge at Fort Smith, Fort Smith, AR
Community Director
- Managed property
 - Processed Tax credit compliance applications
 - Processed payroll for staff
 - Collected rent
 - Maintained less than three percent delinquency
 - Familiar with billing
 - Protected the Owner's Investment
 - Resident relations
- 02/09 – 09/09 Core Management, Little Rock, AR
Manager Assistant
- Knowledge of Section 8 Housing and Tax Credit
 - Maintained less than three percent delinquency
 - Compile daily and monthly reports
 - Manage apartment house complex property management firm
 - Rent or lease apartments, collect security deposit as required, and complete lease
 - Collections
 - Investigate and resolves tenant complaints concerning other tenants or visitors
 - Develop a positive relationship with residents
 - Protect Owner's Investment
- 02/08 – 02/09 University of Arkansas for Medical Science, Little Rock, AR
Patient Care Tech/Medical Records
- Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts
 - Compiles, verifies, types, and files medical records
 - Prepares folders and maintains records of new patients

- Reviews medical records for completeness, assembles records into standard order, and files records in designated areas according to applicable alphabetic and numeric filing system
- Operates computer to enter and retrieve data and type correspondence and reports
- Answer multi-line telephone and direct calls to appropriate person

04/07 – 02/08

A Loving Companion, Little Rock, AR

Owner

- Supervise and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls
- Visit homes on a regular basis and assist with any problems
- Advise caretakers on cleaning materials and methods best suited to their situation
- Monitor caretakers, ensuring hours of work are adhered to and proper working practices are followed

04/06 – 01/07

Rental Management, Fort Smith, AR

Property Manager

- Knowledge of Section 8 Housing
- Processed payroll
- Protected Owner's Investment
- Developed a positive relationship with residents
- Familiar with collections

09/04 – 04/06

Ledic Group Management, Memphis, TN

Property Manager

- Processed Tax credit compliance applications
- Leased-up Senior Community
- Processed payroll for staff
- Collected rent
- Maintained less than three percent delinquency
- Familiar with billing
- Protected the Owner's Investment

03/99 – 09/04

Family Life, Little Rock, AR

Customer Service Representative

- Supervised other customer service representatives
- Handled registration calls for conferences
- Ordered materials for customers
- Performed data entry
- Operated switchboard
- Accepted monetary contributions

EDUCATION:

05/92

Central High School, Little Rock, AR

Diploma

REFERENCE:

Available upon request