

LINDA GLADER

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Highly motivated and result driven professional with excellent communication skills.
Solid track record of meeting and exceeding company goals.

EXPERIENCE:

- **A hard worker and quick learner** who is passionate about career development.
- **Imaginative, disciplined entrepreneur experienced the establishment of two start-up companies.**
- **Customer service specialist, sales professional, administrative expert** who is **patient and effective when working with a wide array of personalities.**
- **Dependable, efficient, team oriented person** who has a **strong work ethic** and who enjoys working collaboratively with a creative sales team.

Temporary Agencies

12/2012 to Present

ADMINISTRATION / DATA ENTRY / CUSTOMER SERVICE / LEASING SPECIALIST

- **Experience in maintaining all aspects of apartment living** including **Leasing, Paperwork** and **Resident Retention.**
- Received extensive training resulting in **certification in many leasing courses, software and fair housing.**

Leasing experience with rave reviews and exceptional leasing quotas from communities owned and managed by: Carmel, Riverstone Residential Group, Lincoln, Eschelon Properties, Simpson Property Group, Griffis Blessing, Inc., Bridge Properties, The Michelson Organization, AMC, Asher Investment Group, Alliance Residential Company, Sares Regis Group, Baron Properties, ComCap, Thistle Communities, Fairfield, Boulder Housing Partners and 6 months at Greystar.

My Pearly Whites

1/2001 to 12/2013

CONSULTANT / BUSINESS OWNER

- **Established Start-Up Company** providing professional teeth whitening as a mobile service.
- **Marketing, networking** and **research generating new prospects** for the service.
- **Consultation** to clients during their whitening process.
- **Designer** of company website, all documentation and information.

Federal Treasure

4/1996 to 12/2013

CASE MANAGER / BUSINESS OWNER

- **Established Start-Up Company** developing procedures in locating Individuals, Corporations, Federal Agencies and Municipal Organizations throughout the U.S. due unclaimed funds.
- **Negotiate agreements for contract over the phone** receiving power of attorney to recover unclaimed funds.
- **Investigation** and researching leads using **skip tracing** techniques.
- Developed and maintain **tenacious contact management** through use of ACT database.

OTHER POSITIONS HELD:

DRAFTER / DESIGNER / OFFICE MANAGER of Swimming Pools and Landscaping for over **10 years** for *California Pools, Patio Pools & Blue Horizon Pools* and *Writer Homes*.

CAD OPERATOR for *Barba Arkhon* for over a year. Assistant to 2 engineers generating various types of technical drawings for large projects.

CONSTRUCTION MANAGER ASSISTANT for *Pacwest Resources* for over a year. Assisted in the complete conversion of 500 apartments into condominiums downtown Denver at Brooks Tower 42 Floor High-rise.

CAREGIVER for *Touching Hearts* provided clients the extra help necessary to keep up with the tasks of daily living.

TECHNICAL SKILLS: Type 70+ wpm / Internet / Web Design - html / MS Office Suite - Word, Excel, Power Point, Outlook, Publisher etc. Very knowledgeable of various types of software in windows environment. Familiar and proficient with Yardi, One Site, YieldStar, MRI, LRO, Leadtolease, PopCard and IPAD. Marketing through Social Media using Weblisters, Craigslist, Facebook and LinkedIn.

EDUCATION:

Tucson College Of Business - **Associates Degree** majoring in Business, Auto CAD and Interior Design.

Arapahoe Community College - **Bachelor's Degree** majoring in Business, Drafting and Interior Design.