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## LORI CRESS

### OBJECTIVE

My ultimate objective is to find a long term career with great benefits and retirement so that when I'm ready to retire I can enjoy my life.

### SKILLS & ABILITIES

I would have to say that a big skill of mine is dealing with people. With 18 years of management experience, I can handle any situation that comes my way with professionalism and integrity. Some of my many abilities include, 10 key touch, 55 wpm, I am also a very fast learner.

### EXPERIENCE

#### **KIMBERLEY HILLS, RESIDENT MANAGER**

2008-Current

Ran mobile home community, Data Entry, Rent collection, Day and monthly end balances, Court evictions, Filing, Phones, Customer service, Did all banking, Accounts payable, Invoicing, Sales, Closing contracts, Excel, Microsoft Word, Deal with contractors, Biding, Hiring and Firing of all employees, Dealt with some unemployment issues.

#### **CAREGIVER**

11/2006-08/2008

Cared for terminally ill mother, Took to all doctors' appointments, Gave out all medication, Prepared all meals, Cleaned home, Did bookkeeping.

#### **LOOSE CABOOSE BAR/C&S ENTERPRISES, MANAGER/SALES**

3/2006-11/2006

Bookkeeping, Payroll, Phones, Filing, Accounts payable, Did all Banking, Hiring and firing of employees, booked all entertainment(live bands) Promotions on radio(newspapers, and Flyers), Ordered the liquor, Bartending, serving, Customer service,

Sales- Selling of mobile homes, Closing contracts, Collecting of all monies.

#### **KINGSLEY MANAGEMENT, RESIDENT MANAGER**

8/1993-3/2006

Ran mobile home community, Data Entry, Rent collection, Day and monthly end balances, Court evictions, Filing, Phones, Customer service, Did all banking, Accounts payable, Invoicing, Sales, Closing contracts, Excel, Microsoft Word, Deal with contractors, Biding, Hiring and Firing of all employees, Dealt with some unemployment issues, Helped with new programs on our computers.

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**EDUCATION****EVEREST COLLEGE –G.E.D**

In September 2013, I decided it was time for a change in my career, so I went back to school to get my G.E.D. I do plan to further my education within the next year.

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**COMMUNICATION**

My communication skills are stellar. I am an easygoing diverse person.

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**LEADERSHIP**

As I said above, I have 18 years of experience. I really enjoy working and leading people. I can take charge of any situation and come out on top.

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**REFERENCES****STEVE SANCHEZ**

Manager

303-501-0868

**COLLEEN JORGENSEN**

Secretary

303-466-4328/303-663-4604

**CHRISTINE AMARO**

Manager

720-979-3239