

JENNY N. THOMAS

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Professional Summary

Dedicated business professional with a history of meeting company goals utilizing consistent and organized practices. I have extensive administrative and financial experience, as well as a bachelor's degree in business management. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Skills

- Salesforce
- Share Point
- Sharp Spring
- Contract Writing
- Computer Proficiency and Microsoft Office
- Building Customer Relationships and Loyalty
- Excellent Written and Verbal Communication
- Exceeding Customer Expectations
- Sales Contracts
- Detail-Oriented
- Creative Thinking
- Relationship Building
- Honest and Ethical
- Goal-Driven
- Flexible
- Attention to Detail
- Customer Service
- Adaptable

Work History

Director of Administration – Asset Management

Bascom Northwest Ventures/Multifamily Investment Partners – Denver, CO 06/2024 to Current

- Works with management staff to draft and implement various projects and duties
- Acts as a liaison with property management companies. Including but not limited to assisting with reimbursements, investor cash distributions, insurance issues, upgrades and repairs
- Bascom Northwest Ventures and Multifamily Investment Partners general accounting - invoices/deposits. Working with and confirming our third party controller monthly company reporting.
- Acts as a liaison between property managers and our CPA on annual tax preparation
- Assists with expense reports, bill pay and annual tax preparation
- Develops administrative strategies and plans to ensure the organization's administrative systems are effective
- Resolves conflicts between departments or staff
- Coordinates with senior managers on cross-functional projects
- Manages the organization's contracts, and resources

Real Estate Services Administrator

03/2023 to 06/2024

CBRE – Denver, CO

- Resolves tenant issues, maintenance calls, vendor issues, etc.
- Collects info as needed, plans events as directed by Real Estate Manager and as budget allows
- Ensures our buildings are in compliance including staying on top of critical dates
- Codes invoices daily, include notes/attachments on any that are awaiting more info
- Ensures invoices in all statuses are being coded or dealt with in a timely manner
- Keeps purchase orders updated/received, reviewed regularly
- Creates manual billing forms to billback charges as needed to tenants
- Obtains meter readings from engineers where applicable
- Provides thorough updates by deadlines
- Sends vendor invoicing instructions
- Assists with budget preparation by researching costs for supplies and services and obtaining bids
- Assists with preparations of monthly and quarterly management reports
- Responds to tenant requests, communicates with janitorial supervisors to resolve matters
- Manages all landscaping requests/complaints
- Schedules & tracks all preventative maintenance and informs tenants
- Creates and sends out RFPs to potential vendors
- Interprets leases and assists with processing and filing new leases and ensuring that established leases are current

Sales Support Specialist

04/2018 to 10/2022

Aux, LLC – Lakewood, CO

- Supported our Business Development Team
- Creates, edits, and processes proposals, contracts and supporting documents for new and existing clients in all areas of business
- Creates spreadsheets and data bases for marketing and sales analysis
- Proofreads all marketing material before it goes live
- Responsible for maintaining and sending out price increase notifications to all clients
- Assists marketing department with fliers and hand-outs as needed
- Maintains CRM with all existing and potential clients' and leads
- Sends out and tracks contracts via Adobe for signature
- Assists with various projects as assigned
- Helped increased sales by 20%

Administrative Assistant

06/2015 to 04/2018

Cator Ruma & Associates – Golden, CO

- Creates, proofreads, edits, and processes specifications for Engineers
- Reviews and edits all outgoing documentation to ensure accuracy and efficiency
- Collects data from Engineers and Marketing to compile material for pamphlets, hand-outs, etc
- Prepares fee proposals, additional service letters, contracts, etc
- To Architects from our Engineers

- Prioritizes tasks in order to meet deadlines in a timely and efficient manner for multiple
- Engineers
- Responsible for updating client database information for Principals, Engineers, and Designers
- Provides administrative assistance to the CEO, Vice President, Principals, Associates and
- Engineers
- Utilizes and maintains accurate data within Microsoft Dynamics CRM
- Responsible for organizing and preparing documents and information for new clients, existing clients, and prospective clients
- Creates, edits, tracks, and distributes observation reports for the Commissioning Department
- Tracks all traveling arrangements and car rentals for Engineers
- Manages Engineers' calendars including setting up interviews, meetings, and appointments
- Coordinates and books flights, hotels and car rentals for Engineers
- Keeps track of business expenses accrued and prepares purchase orders and expense reports

Medical Claims Coordinator

01/2014 to 03/2015

The Assist Group – Lakewood, CO

- Processes new incoming referrals/claims
- Compiles forensic reports, pre-screenings, not warranted, etc
- And forward to facilities
- Sends forensic reports and findings to clients
- Complete triage forms
- Check data load feeds daily and update claims as necessary
- Correspond with facilities to obtain itemized bills, UB's, etc as needed to process claims
- Works closely with the Account Coordinators to meet deadlines and satisfy clients' needs

Education

Bachelor of Business Administration: Healthcare Management

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- **American InterContinental University** - Schaumburg, IL
GPA: 3.57, Dean's List Honor Roll
- **Concorde Career College** - Aurora, CO
- **Metropolitan State College of Denver** - Denver, CO

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