Jody M Wendel

4412 East Mulberry #168
Fort Collins, Colorado 80524
307-575-0528 Pioneerjwendel@gmail.com

I take ownership of my responsibilities and offer discipline, dependability, and discretion. I have the discipline to work in person and or remotely.

Spectrum Retirement
Business Office Manager

Rigden Farm   *2020-9/Current*

Specific Duties
- Resident business files, leases.
- Manage 24hr Concierge Services
- Serve as Manger on Duty in absences of Executive Director
- Provide and ensure proper Training "all" CDC Covid 19 guidelines including Covid Tracking reports.
- Vendor Coding, set up
- New Hire On-boarding , Training
- Generating leases, work orders, purchase orders, invoices and account statements.
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis.

Energy Services
Administrative Assistant /AR/ HR

Pioneer Energy Service, Inc.   *2017-11/2020-7*

Specific Duties
- Accounts Receivable
- New Hire On-boarding -Workday
- Payroll
- Account Reconciliation
- Vendor Coding.
- Oversee E-ticketing - Salesforce
- Generating invoices and account statements.
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis.

Commercial – Residential Developer
Administrative Assistant

Post Modern Development, Inc   *2014-9/2017*

Specific Duties
- Accounts Receivable.
- Accounts Payable
- New Construction Draws
- Bid solicitation / Closeout Documentation
- Recording and updating details of prospective and existing landlords and tenants

- Maintaining and storing documentation effectively.
- Accepting rent payments, security deposits and applicable fees.

Real Estate
Office Manager - Bookkeeper

Premier Properties

Specific Duties   *2001-2012*

- Accounts Receivable
- Accounts Payable
- MLS data entry
- Escrow accounts
- Title Search.
- Maintaining and storing documentation effectively.

Software

Workday, Salesforce, Yardi, Sage, On Base, Ultipro, Quick books 10, Peachtree 12, Excel , Pro- Contractor