

Marili Ojeda

Kankakee, IL 60901 | (708) 664-2850 | mariliojedabv6z_jka@indeedemail.com

Professional Summary

Organized, driven, and adaptable professional individual with a strong work ethic and a proactive approach. Experienced in property management, customer service, and administrative tasks with a proven record of team leadership and operational support. Skilled in managing resident needs, maintaining properties, and achieving business goals through strategic problem-solving and effective communication. Bilingual (Spanish) and motivated to leverage skills in an entry-level opportunity focused on growth and quality-driven performance.

Willing to relocate: Anywhere

Work Experience

Logistics Shipping Coordinator

AgReliant Genetics | Aroma Park, IL

November 2024 to Present

- Maintained accurate records of incoming and outgoing shipments, ensuring compliance with regulatory requirements
- Collaborated with warehouse personnel to ensure efficient loading and unloading of shipments
- Tracked shipment progress using various software systems, providing real-time updates to stakeholders
- Collaborated cross-functionally with sales team to coordinate special requests or expedited deliveries
- Conducted regular audits on inventory accuracy to prevent discrepancies
- Closely monitored carrier performance metrics to ensure adherence to service level agreements
- Implemented a barcode scanning system for efficient tracking and tracing of shipments

Property Manager

M. SHAPIRO REAL ESTATE | Marseilles, IL

July 2024 to October 2024

- Reviewed rental applications, conducted tenant screenings, and approved or denied applicants based on criteria.
- Coordinated vendor services for repairs, landscaping, and renovations.
- Negotiated leases and prepared financial reports on revenue and expenses.
- Ensured tenant satisfaction and compliance with property policies through regular inspections and prompt issue resolution.
- Maintained accurate financial records for rent collection, security deposits, and other income sources.

Property Office Assistant

CLEAR SKY CORP. | Bradley, IL

February 2024 to July 2024

- Assisted in lease preparation, renewals, and other property-related documentation.
- Coordinated contractor repairs and maintained tenant relations through responsive support.
- Managed payment processing, maintained compliance with housing regulations, and developed marketing materials.
- Processed tenant paperwork, collected fees, issued notices, and solicited bids for repairs.

Office Manager

STATE FARM- VINCE CLARK | Kankakee, IL

October 2022 to January 2023

- Oversaw office operations, ensuring efficiency and compliance with policies.
- Elevated customer satisfaction by resolving issues promptly and managing CRM tasks, scheduling, and resource allocation.
- Trained team members, prepared agendas, managed correspondence, and automated office tasks for smoother workflow.

Property Manager

M. Shapiro Real Estate Group

Licensed Insurance Producer

STATE FARM- JULIE SCHULD | Bradley, IL

- Assessed customer needs to match insurance products and secured underwriting approvals.
- Developed client relationships through marketing and closing interviews, consistently achieving sales targets.
- Provided exceptional service by handling policy queries, explaining coverage details, and processing endorsements

Education

High School Diploma

Kankakee High School | Kankakee, IL

January 2012 to December 2016

Upper secondary education

Skills

Accounting Achieving sales targets Human resources basic accounting Client & Customer Relations: Customer service management, bilingual communication, call reception, issue resolution data retrieval Excel formulas scheduling Computer literacy Inventory control Supervising experience Chairside assisting Care plans Microsoft Outlook Logistics billing Transportation management systems Retail math Load & unload Writing skills Math Dispatching Intermodal transportation Excel data analysis English Order entry Forklift Section 8 Office experience Customer communication ADP marketing assistance GMP Multi-line phone systems Analysis skills Relationship management Administrative experience Conflict management Manufacturing Computer operation Accounting software Appointment scheduling Event marketing Phone reception Basic math File management Phone communication Account Management Filing expense management Microsoft Office Suite Office Management Microsoft Word Front desk Fair Housing regulations Client services Upselling Microsoft Excel Ethernet Attention to detail lease administration Time management Clerical experience Microsoft Access Client relationship development Cash handling Microsoft Powerpoint HIPAA Translation Communication skills Customer service vendor coordination invoicing Contracts CRM systems Laboratory experience Marketing Technical Proficiency Document management systems fair housing compliance Windows Property Management Live chat Employee orientation Shipping & receiving Interviewing CGMP Word processing Management Databases Google Docs Call

center Calendar management Bookkeeping Social media platforms Organizational skills Typing
Phone etiquette Banking Grammar Experience Customer support

Languages

Multilingual
Spanish - Fluent

Certifications and Licenses

Pallet Jack Certification

Driver's License

Insurance Producer License

Certified Notary Public