P. Terell McConnell

Email: pterellg@gmail.com   5863 W. 75th Avenue Westminster, CO 80003   Phone: 303-720-1802

EXPERIENCE

Assistant Property Manager

Means Knaus Partners, LLC- Greenwood Village, CO   February 2012 to April 2013

- Complete monthly property reports for building ownership
- Collect unpaid rents
- Tenant Relations   meetings, events and tenant issues
- Employee Relations
- Process invoices, comparing them to budget
- Assist in creating yearly budget
- Assist with tenant improvement and building capital projects

Administrative Assistant / Executive Assistant to COO

Means Knaus Partners, LLC   July 2009 to February 2012

- Answer telephone and distribute calls
- Track all tenant and vendor certificates of insurance
- Prepare and distribute monthly tenant newsletter using Microsoft Publisher
- Enter, track, and close all tenant work orders
- Order and track office supplies
- Prepare bi-weekly staff meeting minutes
- Assist the Chief Operations Officer with calendar and travel schedule

Assistant Manager

The Mattress Firm- Houston, TX- South District   May 2008 to February 2009

- Lead clients through sales process to find their perfect sleep solution
- Phone and In-store customer service
- Managing my location
- Marketing products in my store
- Recruiting at job fairs
- All basic office duties

SUMMARY OF SKILLS

- Performs well in a high stress environment.
- Ability to effectively communicate and interact with diverse groups of people.
- Highly organized and able to effectively manage multiple projects and tasks.
- Strong work ethic and a desire to take on new challenges.
- Sound decision-making and critical thinking skills.
- Proficient in Microsoft Word, Outlook, Excel, and Publisher.

EDUCATION

Stephen F. Austin State University, Nacogdoches, TX   Bachelors Degree

Major: Marketing
Minor: Sociology

REFERENCES

Available upon request

EXTRACURRICULAR ORGANIZATIONS

Forefront Church, Lakewood CO   September 2009 to Present

- Church Greeter, formerly set up team