

Owen Jensen

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SKILL SUMMARY

I have enjoyed my time in the Internship Program through Jefferson County placed here at JCHA Working here has brought all my experience and knowledge back giving me the confidence that is needed to excel at my job. Using that along with my positive attitude makes my jobs enjoyable which in turn makes me strive further. Being able to shift from one task to another while confident with my skills is a great asset that I will bring to your team.

QUALIFICATIONS

Office Administration

- I was trained in HAB and am very comfortable editing for up to date records
- Customer Service and making tenants feel at ease is a wonderful attribute of mine
- Utilized MS Office to create, edit and secure confidential and legal information by linking online databases directly into spreadsheets to increase security accuracy and decrease risk of human error
- Coordinated projects between departments and 40 employees to ensure work was correctly completed on time
- Trained 20 employees on a regular basis on correct procedures for computer programs and day procedures from building databases to creating spreadsheets
- Researched, prioritized and followed up on incoming issues addressed to the CRFO by determining appropriate courses of action, referral or response

Organization

- I am extremely organized with and keep file systems up to date
- Utilized Outlook as a timesaving tool for coordinating meetings with the associated materials and 10 in house employees working on 401k conversions
- Digitized my workloads to increase accuracy, profits and time management
- Responded to all incoming correspondence in an allotted time to ensure work was completed by importance thus allowing me to freely finish my daily tasks

Planning

- Preparing and readying lease renewals and upcoming vacancies
- Planned and scheduled projects, appointments, meetings and deadlines
- Created step by step for leadership team to be able to complete tasks independently and efficiently
- Organized meetings and accommodations for fortune 500 companies

EMPLOYMENT HISTORY

Internship (Jefferson County)	JCHA	Wheat ridge, CO	May to current
401k conversion and database mgmt.	BOA	Denver, CO	2010 to 2011
Executive Assistant	Lewis & Clark Corp	Denver, CO	2004 to 2010
Project Assistant	Colorado Department of Health and Environment	Denver, CO	2001 to 2004
Administrative Assistant	MCI	Denver, CO	1997 to 2001
Temp Agencies		Denver, CO	5 years

Experienced in managing residential and commercial property for 12 years
Great tenant negotiation skills
Established strong relationships with the tenants
Ensured the timely collection of rents in all leased properties
Reviewed tenant application forms, took the necessary steps to confirm and validated all submitted documents
Maintained strong communication with tenants, staff, support personnel, contractors, suppliers, agents, and owner representatives
Developed strong tenant relations by addressing all needs, concerns and pressing issues, fostered strategies in contract agreements and rental collection
Attended to all complaints, issues and concerns raised by tenants in a professional and timely manner
Kept organized and up to date files along with databases, spreadsheets and documents
Experienced in all aspects of Property Management from maintenance, repairs to fully renovating buildings.

Governors Park Apartments
725 Logan Street
Denver CO
Mike Havey

The Abigail
1234 Washington Street
Denver, CO
Metro Brokers

1265 Emerson Street
Denver, CO

The Columbine
1302 Columbine Street
Denver, Co

770 Grant Street
Denver, Co