

# Toni M'Bowe

## **Contract Specialist - Woodward, Inc**

Fort Collins, CO 80526

[tonimbowe3\\_qjd@indeedemail.com](mailto:tonimbowe3_qjd@indeedemail.com)

308-672-7729

To obtain a challenging and permanent position where I can continue to grow.

## Work Experience

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### **Contract Specialist**

Woodward, Inc - Fort Collins, CO

January 2019 to Present

- Convert contracts from Emtoris to CLM
- Read through contracts to extract correct information
- Handle highly sensitive and confidential government and non-government contracts
- Work closely with legal to make sure documents are correct
- Travel to other locations to ensure contracts are converted correctly

### **Property Manager Assistant**

Ramco-Gershenson/Front Range Village

July 2014 to July 2018

Communicated and built relationships with tenants to help resolve maintenance, management, invoicing and other issues

- Prepared and reviewed contracts. This included gathering comp bids, w-9's and certificates of insurance
- Ran rent rolls, comparative income statements, monthly statements and Inputted gross sales into MRI
- Sent out memos, letters and notices to tenants
- Coordinated all Marketing events held at the shopping center, this included working with tenants, charities and vendors.
- Processed and coded invoices and commission agreements.
- Reviewed leases as needed
- General office duties, answering phones, emails, and being the first point of contact in the office. • Prepared License agreements, commission agreements, opening/closing notices and other miscellaneous notices as needed. • Supported 3 general managers w with the day to day needs of 11 different shopping centers. • Walked property on regular basis to check for maintenance issues
- Showed vacant spaces to potential tenants and brokers.

### **Customer Service Representative**

First National Bank - Loveland, CO

September 2012 to May 2014

- Answer incoming calls from customers for account inquiries

- Take escalated technical calls
- Open checking, savings accounts, and lines of credit for new and existing customers
- Open Ira's, and CDs for customers
- Educate customers on types of accounts and investments that we offer
- Help business and personal customers with online banking
- Help business and personal customers set up bill pay and I-Pay accounts
- Prepare dispute paperwork

### **Lead Document Specialist**

Aurora Loan Services - Scottsbluff, NE

2002 to 2009

- Monitored daily workflow for 12 employees
- Released Liens on Paid In Full Loans
- Trained all new hires
- Collaborated with legal on escalated issues
- Prepared daily reports
- Maintained State compliance on lien releases, for all 50 states including Puerto Rico and Guam
- Demonstrated supervisor skills when supervisor was unavailable
- Dealt with NY CEMA(Consolidation, Extension and Modification Agreement) Loans
- Resolved all of the written customer correspondence for our department
- Implemented procedures for processing SBA loans
- Ran title reports
- Worked closely with title companies to ensure customers had clear title to their property

### **Uniform Commercial Code Specialist**

Aurora Loan Services - Scottsbluff, NE

2001 to 2002

- Implemented the procedures for the UCC loans
- Prepared UCC termination and assignments for SBA and COOP loans
- Handled the Stocks and Leases for Coop Loans

## Education

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### **Associates of Applied Science in Business in Business**

Front Range Community College Fort Collins - Fort Collins, CO

August 2010 to December 2011

## Skills

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Account reconciliation (4 years), Database (10+ years), Database administration (Less than 1 year), Event planning (4 years), MRI (4 years), Administrative Assistant (5 years), Marketing (4 years), Filing (10+ years), Scheduling (10+ years), Excel (10+ years), Outlook (10+ years), Payroll, Quickbooks, MS Office, Sales, Word

## Assessments

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### **Email — Expert**

April 2019

Measures a candidate's ability to effectively compose and organize email messages.

Full results: [https://share.indeedassessments.com/share\\_assignment/quujecrrdjk8qae](https://share.indeedassessments.com/share_assignment/quujecrrdjk8qae)

### **Verbal Communication — Expert**

April 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [https://share.indeedassessments.com/share\\_assignment/qwvzjtyuxdmjzba0](https://share.indeedassessments.com/share_assignment/qwvzjtyuxdmjzba0)

### **Merchandise & Supply Storage — Expert**

April 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [https://share.indeedassessments.com/share\\_assignment/p7rej-oo2-ikc-w](https://share.indeedassessments.com/share_assignment/p7rej-oo2-ikc-w)

### **Basic Computer Skills: PC — Highly Proficient**

April 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/5mdlydik9-9ax0jz](https://share.indeedassessments.com/share_assignment/5mdlydik9-9ax0jz)

### **English Communication Skills: Typing — Expert**

April 2019

Measures a candidate's ability to effectively transcribe text using a standard keyboard.

Full results: [https://share.indeedassessments.com/share\\_assignment/2edi-b-1btre3jxk](https://share.indeedassessments.com/share_assignment/2edi-b-1btre3jxk)

### **Problem Solving — Highly Proficient**

April 2019

Measures a candidate's ability to analyze relevant information when solving problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/jiwg7npp4rgujo7r](https://share.indeedassessments.com/share_assignment/jiwg7npp4rgujo7r)

### **Basic Word Processing with Microsoft Word — Familiar**

April 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: [https://share.indeedassessments.com/share\\_assignment/qux1zcf-b6mghjvm](https://share.indeedassessments.com/share_assignment/qux1zcf-b6mghjvm)

### **Organizational Skills — Highly Proficient**

April 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_assignment/mcxjctmprz-xourz](https://share.indeedassessments.com/share_assignment/mcxjctmprz-xourz)

### **Scheduling — Expert**

April 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [https://share.indeedassessments.com/share\\_assignment/gucimbs36xlgkqde](https://share.indeedassessments.com/share_assignment/gucimbs36xlgkqde)

### **Supervisory Skills: Directing Others — Highly Proficient**

April 2019

Measures a candidate's ability to motivate the performance of others through feedback to identify improvements or corrective actions.

Full results: [https://share.indeedassessments.com/share\\_assignment/muqqd8ndjwyw9h6](https://share.indeedassessments.com/share_assignment/muqqd8ndjwyw9h6)

### **Supervisory Skills: Interpersonal Skills — Familiar**

April 2019

Measures a candidate's ability to maintain productive team working relationships by identifying conflict and settling disputes.

Full results: [https://share.indeedassessments.com/share\\_assignment/rluikw8gkz669xcl](https://share.indeedassessments.com/share_assignment/rluikw8gkz669xcl)

### **Human Resources Skills: Compensation and Benefits — Expert**

April 2019

Measures a candidate's knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_assignment/rwbljtcidyrb43ir](https://share.indeedassessments.com/share_assignment/rwbljtcidyrb43ir)

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