

MARLENE MORGAN

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Cell 1876 403 4502

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Objective: Dedicated and qualified professional with 20+ years of experience in providing great service to clients in Administrative, Front Desk Clerk, Receptionist, Customer Service and the Real Estate Field, seeking to apply my skills to the growth and development of your organization .

EXPERIENCE

SEPT.2018 TO DEC 2018
ADMINISTRATIVE ASSISTANT
UNITED PARCEL SERVICES - UPS
PREPARE FILES FOR AUDIT
SCAN AND DATA ENTRY ON
SYSTEM

1997 - 2018
OFFICE MANAGER/
REALTOR,

LIVERPOOL REALTY COMPANY
LTD

- Met, Greeted, and interacted with clients
- Answer telephone calls
- Operated and managed day to day transactions of the business
- Organize meetings and events
- Bookkeeping and Accounting
- Handled Sales and Rental properties
- Collection of Rent and Deposit to the Bank
- Answered clients questions and concerns

1995 - 1997
SECRETARY

PREMIER REALTY COMPANY LTD

- Answer telephone calls
- Organized meetings and events
- Handled customer queries

- and concerns
- Prepared and organized confidential and sensitive documents for executives
- Data entry

EDUCATION

OCTOBER 2004

REAL ESTATE CERTIFICATE, UNIVERSITY OF TECHNOLOGY

SEPTEMBER 1995

DIPLOMA, ST. CATHERINE HIGH SCHOOL

SKILLS

- Excellent written and verbal communication skills
- Quick Learner
- Good Communicator
- Computer Literate
- Ability to work under pressure
- Leadership
- Great Negotiator
- Great work ethics
- Proficient in Microsoft Word , Excel, and QuickBooks
- Well Organized
- Self Motivation
- Decision Maker
- Time Management

QUALIFICATIONS:

- Certificate - Information Technology
- High School Diploma
- Licensed Realtor
- Member of the Realtors Association of Jamaica
- CXC- Caribbean Examinations Council
 - Principles of Accounts 2
 - Principles of Business 2
 - Office Procedures 2
 - English Language 3

*References are available upon request