

JANICE ILENE LINDLEY

EXPERIENCE:

October 2014 – December 2014

Franks Employment Service St Charles, IL (temporary service)

Data Input/Office Assistant

- Input information to create holiday cards for marketing company
- Copied and sorted files as requested
- Assisted with various excel spreadsheets

July 2007 – November 2013

Marywood Apartment Homes/Evergreen Real Estate Services, Aurora, IL

Executive Assistant/Leasing Agent/Tax Credit Specialist

- Collects rents/other fees; prepare deposit packages; make deposits
- Assists with certification of new applicants; sends third party verifications and assembly of resident files.
- Obtain work orders from residents enter into system and distribute to maintenance staff.
- Maintain records and ensure proper handling and filing of correspondence
- Answer phones, greets residents, applicants & guests; distribute parking stickers, and perform all other office tasks as needed.
- Prepare leasing packets, assist with move-in tasks, and respond to resident questions, complaints, concerns and suggestions.
- Enter accounts payables and receivables into accounting program preparing packages for corporate office
- Issue five day notices, memos, and resident's notices; gather necessary paperwork to send to attorney for eviction.
- Report all issues/problems, liability emergencies and property incidents to Property Manager and act upon as needed.
- Procurement of maintenance, and office supplies
- Monitor and track turnover of units, inspect property and apartments, as needed.

February 2006 – March 2007

Customer Filter, LLC Aurora, IL

Customer Service/Office Assistant

- Responsible for sales order entry; invoicing customers; processing payroll for both company and temporary employees
- Research and resolve problems with payroll; order shipments; tracking of shipments; making arrangements and tracking of international shipments
- Maintain and upkeep the Preventive Maintenance program files.
- Backup for the purchasing assistant and assisted other management and staff as needed in organizing and performing various projects.
- Typed correspondence, also created and input data into spreadsheets and database
- Prepared packages and letters to ship via UPS as needed.
- Also created new ways to complete various jobs in a more efficient and timely manner.

July 2001 – June 2005

Textured Coatings of America, Inc. Panama City, FL

Order Department/Customer Service Manager

- Overseen and managed all aspects of the Order/Customer Service departments for the corporate office.
- Inputted orders; checked for accuracy; research and file freight claims; handled customers complaints; arranged returns, replacement material and filing of appropriate documentation.
- Worked with carrier representatives in handling of problems; tracking of shipments, follow-up of freight claims and also to obtain increased and competitive freight rates. Obtain freight quotes as needed.
- Worked with plant, shipping department and quality control managers to ensure the efficiency of all orders.
- Ordered all supplies with the exception of raw materials; issued and tracked all Purchase Orders for PC location.
- Tracked and placed orders for the stocking of the ASI warehouse and Graco inventories.
- Hired and trained new order department personnel in all aspects of the order department.
- Solely responsible for writing step-by-step training manual and procedures for the Order Department.
- Assisted with answering company phones; invoicing of orders and open/closed business as requested

February 2000 – July 2001

Tibbett's Boat Works, Inc. Panama City, FL

Contracts Administrator/Executive Secretary/Office Manager

- Prepared bid proposals, Condition Found Reports, invoiced government customers for progress payments,
- Followed up with Defense Finance Accounting Service (DFAS) and the US Coast Guard (USCG) regarding payment status and any problems or issues with invoices
- Tracked and monitored Notice of Assignments with the bank and applicable customer(s).
- Prepared weekly Gantt charts
- Maintained all contract files
- Prepared all company correspondences and maintained personnel files.
- Calculated job costing of employee hours, and prepared detailed spreadsheets for job cost analyses.
- Solely responsible for the entry of A/P's and A/R's; calculation of weekly and monthly state and local taxes.
- Handled all aspects of the Accounting and Personnel offices

OTHER WORK HISTORY

AverStar, Inc. Panama City Beach, FL

April 1993 – February 2000

Logistics Analyst

Smith Copy Systems, Inc. West Chicago, IL

September 1992 – March 1993

Inventory Control Clerk

Wackenhut Corrections Corp. San Diego, CA

January 1992 – August 1992

Office Manager/Inventory Supply & Laundry Coordinator

State of CA 22nd District Agricultural Association Del Mar, CA

May 1991 – January 1992

Office Assistant/Data Entry Operator

U.S. Navy

Submarine Training Facility, San Diego, California

October 1987 – December 1990

Naval Ocean Systems Center San Diego, California

April 1987 – October 1987

Naval Supply Depot Yokosuka, Japan

September 1985 – April 1987

Fleet Intelligence Center: Pearl Harbor, Hawaii

October 1983 – September 1985

Supreme Allied Commander Atlantic (NATO): Norfolk, Virginia

September 1981 – September 1983

SKILLS/SOFTWARE PROGRAMS

- Excellent Written, organizational and verbal skills
- Ability to multi-tasks with little or no supervision
- Capability of learning new software programs quickly
- Microsoft Word; Excel; Prodata and Paylocity Payroll programs
- OneSite; Peachtree ver 7.0; and various other software programs

EDUCATION/AWARDS:

- Fair Housing (continuing education for Leasing Agent License) October 2013
- State of Illinois – Leasing Agent License (current inactive) August 2012
- Leasing Agent Course March 2010
- Tax Credit Specialist July 2011
- Citizen Police Academy – Aurora Police Department Graduated - November 2013

MISCELLANEOUS INFORMATION

- Board of Directors – Belles Terres Condominium Association –(2011-present) President July 2020 – present
- Board of Directors – Citizen Police Academy Alumni of Aurora – 2nd VP/Communications Coordinator 2014 - present
- Security Clearance - Current – Unclassified: Highest Held – Top Secret with SBI

REFERENCES: Available upon request