

Celena B. Jensen

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Albuquerque, NM
(505) 819-9665

Objective Obtain a management position in a stable work environment that is conducive to my professional and personal growth.

- Employment**
- | | | |
|---|----------------------------------|------------------------|
| November 08-May 09 | Wenonah LLC | Albuquerque, NM |
| Property Manager | | |
| <ul style="list-style-type: none">▪ Responsible for all aspects of office/property management▪ Daily and monthly reporting▪ Deposits and payables▪ Maintaining a steady occupancy▪ Filed evictions▪ Lowered delinquency | | |
| January 2008-July 2008 | Sunflower Farmers Market | Albuquerque, NM |
| Natural Living Clerk | | |
| <ul style="list-style-type: none">▪ Customer service▪ Monthly Inventory▪ Coordinate Health and wellness events | | |
| August 2007-February 2008 | Rocky Mountain Presence | Santa Fe, NM |
| HABA Sales Rep | | |
| <ul style="list-style-type: none">▪ Introduce new products to independent stores▪ Process credits and returns▪ Order, deliver, and maintain testers▪ Resets for new product placement▪ Place product orders and confirm delivery▪ Coordinate trainings and demonstrations of product | | |
| March 2007-April 2008 | GMAC Real Estate | Santa Fe, NM |
| Executive Assistant and Property Management | | |
| <ul style="list-style-type: none">▪ Daily and monthly reporting▪ Deposits and Payables▪ Maintain steady Occupancy▪ File evictions▪ Maintain zero delinquency▪ Maintain individual owner and tenant files▪ Book keeping for trusts and business accounts | | |
| November 2004 – July 2006 | Wyndchase Park Apartments | Albuquerque, NM |
| Property Manager/Construction Supervisor | | |
| <ul style="list-style-type: none">▪ Supervise all aspects of construction remodel▪ Responsible for all aspects of office/property management▪ Daily and monthly reporting▪ Deposits and payables▪ Maintaining a steady occupancy▪ Filed evictions▪ Maintained delinquency less than three percent▪ Lowered delinquency | | |

**July 2004 - November 2004 Sentinel Management
Assistant Manager**

Albuquerque, NM

- Responsible for all aspects of office management
- Daily and monthly reporting
- Deposits and payables
- Worked with leasing agents to maintain a steady occupancy
- Filed evictions
- Lowered delinquency

**December 2002 - July 2004 Thompson Michie Associates
Assistant Manager & Leasing agent**

Albuquerque, NM

- Reduced delinquency from 43 percent to 6 percent and below
- Scheduled vendors and assured apartments were made ready
- Deposits and payables
- Maintained a occupancy of 93 percent and above

Apr 2001 - December 2007 Balls Motor Cycle Parts

Albuquerque, NM

Office Manager and Sales Clerk

- Bookkeeping and Billing
- Inventory of merchandise
- Sales

Education

Eastern New Mexico University

Hope Christian High School Albuquerque, NM

Graduated 2000

Kaplan Real Estate School Albuquerque, NM

Skills

Proficient in AMSI, Rent Roll, Real Page, and Yardi property management software

Proficient in all MS Office Products

Knowledge of Fair Housing laws

References available upon request.