

Teresa Jewell

administrator

Contact

647-532-5289
tmtaj30@hotmail.com

Skills

Project Management
Time Management
Organization
Communication
Scheduling
Customer Service

Programs & Software

Yardi
Office Anywhere
Microsoft Office
Builderlynx
Newstar Enterprise

Professional Overview

Administrative professional with 20+ years of experience. Provide exemplary customer relations, seamless management of office services and able to work independently and collaboratively with others.

Experience

Administrator

Stafford Homes (Nov 2022 – Present)

Lindvest (May 2021 – November 2022)

Empire Communities (May 2017 – May 2021)

Site Clerk

FirstCon Group (2013 – May 2017)

Receptionist

Trioquest Realty Advisors (2007-2012)

Responsibilities

Manage daily office services including scheduling, securing employee resources/supplies, and greeting visitors.

Review and approve trade contracts, generate the necessary purchase orders (PO's) and distribute to trade partners.

Ensure office purchases are assigned to the correct cost center and secure appropriate signatures and approvals.

Review custom homeowner requests for accuracy and distribute to trades and sites for execution.

Accept payments and log into tracking systems and spreadsheets to send to head office for budget reconciliation.

Communication

Comfortably build relationships and trust with customers by maintaining an approachable and helpful demeanor. Professionally build connections and liaise with internal stakeholders and leadership teams to ensure approvals are secured in a timely manner and office functions run smoothly.