

Kim Borra
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QUALIFICATIONS / ACCOMPLISHMENTS

- Obtained Real Estate license with objective of becoming a Property Manager.
- Promoted from Administrator to Assistant Property Manager within first year.
- Primary responsibility for leasing and marketing of newly acquired 13,000 SF office building. Directly involved in renovation of property, repositioning of tenants and contracting with new vendors.
- Successful track record with over 6 years in Management.
- Over 16 years experience in Payroll, Collections, Accounts Receivable, and Accounts Payable.

PROFESSIONAL HISTORY

ASSISTANT PROPERTY MANAGER

2005 to Present

Capital Builders, Inc., Folsom, CA

- Specializing in Class A multi-tenant commercial properties.
- Directly responsible for all tenant relations and overall property maintenance for 9 buildings comprising 314,000 square feet with 71 tenants.
- Began July, 2005 as Property Administrator/Accounts Receivable clerk. Promoted to Assistant Property Manager July 2006.
- Superior ability to manage and prioritize multiple tasks.
- Performed daily and periodic duties: i.e. tenant relations, lease negotiations, lease preparation, property inspections, budget planning/preparation, contract negotiations, monthly/quarterly reporting, vendor relations, maintenance supervision and more.
- Assisted Facilities Manager with construction administration, property improvements, property operations, safety, security, tenant selection of finishes, construction schedule, prepared Notices of Completion and Occupancy, and more.

REAL ESTATE AGENT

2004 to 2005

Keller Williams Realty, Folsom CA

- Buyer's agent specialist.
- Developed business increasing revenue by \$7,000 within first 30 days.
- Sales and marketing.

OFFICE MANAGER

2000 to 2004

Golden Express, Sacramento, CA

- Worked daily with CFO and President to establish weekly goals and to determine business objectives.
- Responsible for various correspondences, insurance issues, accounts payable functions, collections, banking issues, payroll issues, tax preparation, prevailing wage and certified payroll and monthly budget reports.
- Pro Actively Managed Human Resource Department handling all aspects of the hiring process, workers compensation claims, employee performance reviews, payroll reports, and all other general HR functions.
- Motivated and Supervised the Payroll, Accounts Receivable, Accounts Payable and the Customer Service Departments.
- Responsible for compiling bid packages for state contracts from inception to completion.
- Created Employee Handbook, the Safety Manual as well as the Internal Positions Description Guidelines.

TERMINAL MANAGER

A.D.W Transport Services, Inc., Austin, TX

1999 to 2000

LOGISTICS COORDINATOR

Rapid Freight of Texas, Pflugerville, TX

1995 to 1999

OTHER RELATED EXPERIENCE

ON-SITE MANAGER	Northgate Apartments, Austin, TX	1985 to 1988
RENT COLLECTIONS/FRONT DESK	ONTRA, Inc., Austin, TX	1988 to 1990
LEASING AGENT	Various Complexes, Austin, TX	Early 1980's

Duties included but were not limited to:

- Leasing apartment units.
- Maintaining 100% Occupancy.
- Market Analysis / Trends.
- Researched opportunities to increase income & decrease expense.
- Processed applications for new resident approval.
- Completed leases, renewals, move-in and move-out procedures and forms.
- Monthly newsletter to residents and organized social functions for residents.
- Rent collections, delinquency resolution and eviction processes.
- Resident problem solving.
- Personally audited all units, amenities, grounds, and maintenance center daily to ensure that excellence was visibly demonstrated.
- Ensured residents were receiving service of the highest caliber through personally calling, conducting surveys and monitoring feedback..
- Created working partnerships with vendors, monitored work completed to ensure the terms of contract were met and to ensure the quality of their work.
- Developed and implemented an effective maintenance program to help protect the owner's investment.

TECHNICAL SKILLS

Window's 2000, XP, Quick Books Pro, Business Works, Skyline,
Excel, Word, Power Point, Publisher
AS/400, QualComm/Omnitracs Satellite Tracking System

ADDITIONAL EDUCATION & CREDENTIALS

CA Real Estate Sales License (2004)
CA Notary Public (2005)

Real Estate Practices (2005) Property Management (2005) Real Estate Principles (2003)

EDD Employer's Seminar (2002) Payroll Management in California (2001)
How to Handle Difficult People (2001) How to Give Exceptional Customer Service (1990)

REFERENCES PROVIDED UPON REQUEST