

ADMINISTRATIVE PROFESSIONAL

Shea Queen

OBJECTIVE

Efficient & hard working multitasker with an eye for detail seeking an Administrative role to use my organizational and communication skills finely tuned from years being the right hand to a licensed professional. The aim is to become a great asset and enhance the environment.

EXPERIENCE

COMMUNITY MANAGEMENT ASSISTANT

NEVCM | Las Vegas, NV | January 2021-August 2024

Answer calls and emails from homeowner and Board members about issues in their communities. Ensure all mailings are sent in the correct amount of time per NRS. Attend all HOA meetings and take notes. Process all compliance violations. Put together all agendas, newsletters and memos to go out to the community. Aide in the RFP process. Schedule and keep track of all Board meetings, walks and other appointments on the manager's calendar. Assist in creating the community budgets. Ensure all duties are done in an efficient and timely manner. Audit the collections log monthly to ensure that things are continuing in the process.

OFFICE ADMIN

Christie's Photographic Solutions | Las Vegas, NV | October 2022 – June 2023

Answer calls and emails from clients and event planners. Build quotes of photography needs for clients. Assign photographers to their jobs. Attend event planning meetings to market the company. Performed general office duties. Inventoried all

CONTACT

Shea Queen
queenconsultinglv@gmail.com
702-875-6534

EDUCATION

UNIVERSITY OF NEVADA LAS VEGAS
BA in Journalism GPA 3.5

COLLEGE OF SOUTHERN NV HS
Advanced Diploma GPA 3.8

SKILLS

70 WPM
Project management
E-mail/Phone Etiquette
Microsoft Office & G Suite
Organization
Collaborative skills
Scheduling
Intermediate Bookkeeping
Writing & Editing
Rent Manager, VMS, TOPS
Mac OS & Windows proficient
Detail Oriented
Creative Problem Solving

company equipment and made sure it was in working order and charged. Bring promo materials to current and potential clients for marketing. Communicate with head office and help them with all overflow work.

**PROPERTY MANAGEMENT/COMMUNITY
MANAGEMENT ASSISTANT**

N Starr Realty | Las Vegas, NV | 2023 - Present

Ensured rents are all paid on time and made owner disbursement payments. Issues homeowner and tenant statements. Facilitated and scheduled all repair and maintenance. Perform move-in and move out inspections. Handle all tenant and owner correspondence. Execute all leases and property management agreements.

PROPERTY MANAGEMENT ASSISTANT

Shannon Day Realty | Las Vegas, NV | 2018 - 2021

Ensured rents are all paid on time and made owner disbursement payments with owner statements. Facilitate and schedule all repair and maintenance issues. Perform move-in and move out inspections. Handle all tenant and owner correspondence. Compare rents with comparable rents in the area. Execute all leases and property management agreements.

EXECUTIVE ASSISTANT

Vapetasia | Las Vegas, NV | 2017 -2018

Answer all correspondence and forward to the correct department. Print labels and ship orders via different carriers and maintain tracking numbers for clients. Update inventory for apparel and product packaging daily to ensure we never run out of materials. Effectively and efficiently solve problems in the workplace. Deposited money into bank accounts weekly. Provide support to sales persons in order to secure and ship sales. Maintain confidentiality regarding all conversations and proprietary information, Helped owner with all personal and business-related activities.

Professional References

Kimberly Victoria – 702-324-2406

Melissa Chance – 702-769-1395