

JENNY R BONHAM

SERVICE MANAGER

Experience

January 2017 – Present | **Service Manager**

Wheeler Commercial | Beaumont, TX

- Performs weekly and monthly property visits
- Oversees and monitors all tenant and vendor insurance certificates
- Creates and monitors tenant legal notices
- Receives tenant payments; monitor vendor invoices
- Handles tenant relations including listening to their needs and ensuring necessary improvements and repairs are made to their satisfaction
- Performs building walk thrus for full-service lease tenants
- Contacts vendors for maintenance issues as needed; obtains project bids and negotiates pricing

January 2016 – December 2016 | **Administrative Assistant**

Wheeler Commercial | Beaumont, TX

- Prepared marketing materials for property management and brokerage
- Created and distributed monthly reports regarding properties, permits, and local market sales
- Maintained detailed records of all tenants, properties, vendors, and owners

September 2006 – November 2012 | **Assistant to Sales Consultant – Part Time**

DBS & Associates, Inc. | Plano, TX

- Marketed consulting business plans to architecture firms, emphasizing hardware sales
- Prepared itineraries for travel and scheduled meetings with clients

September 2003 – September 2006 | **Executive Assistant**

DBS & Associates, Inc. | Plano, TX

- Managed the calendar; scheduled sales calls and meetings
- Drafted correspondence and researched data and histories of targeted companies
- Coordinated installations and all aspects of hardware orders

July 2002 – August 2003 | **Executive Assistant**

RCS Investments | Dallas, TX

- Assisted Real Estate Investor and CEO
- Created marketing materials
- Handled all correspondence
- Created business and personal itineraries
- Arranged details for all staff and customer meetings
- Handled distribution of season tickets for the Dallas Cowboys and horse racing suites

Education

July 2018 | **Bachelor of Applied Arts and Sciences**
Lamar University | Beaumont, TX

May 2016 | **Associate of Applied Arts and Sciences: General Studies**
Tarrant County College | Fort Worth, TX

Certifications

September 2018 | **Teach English as a Foreign Language Level 3 Certificate**
Gatehouse Awards | Harrogate, England

March 2017 | **Texas Real Estate Finance Certificate**
Career WebSchool | Atlanta, Georgia

December 2016 | **Principles of Real Estate II Certificate**
Career WebSchool | Atlanta, Georgia

November 2016 | **Texas Promulgated Contracts Certificate**
Career WebSchool | Atlanta, Georgia

October 2016 | **Texas Law of Contracts Certificate**
Career WebSchool | Atlanta, Georgia

July 2016 | **Law of Agency Certificate**
Career WebSchool | Atlanta, Georgia

Skills/Qualifications

- Microsoft Office Suite – Word, Excel, PowerPoint, Outlook, & Publisher
- Adobe Acrobat
- Rent Manager – Property Management Software
- Committed to seeing projects through to completion
- Able to quickly adapt to changes
- Outstanding communication and presentation skills
- Consistently upholds a positive attitude
- Committed to lifelong learning