

Erica Payne

935 West Kirkwood Avenue

Bloomington, IN 47404

Phone: 812-391-7158

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Objective:

To obtain a part-time or full-time job with a stable company that offers growth potential.

Ability Summary:

Proficient at operating various iterations of word processing software applications including but not limited to: Microsoft Word, Word Perfect, Open Office and similar.

Able to type over 100 words per minute with zero to three errors.

Able to answer up to twenty incoming telephone lines.

I have the ability to learn quickly and adapt to a variety of situations and environments as needed.

Employment History:

Property Manager

08/2004 - Current

Payne Services

1319 West Gourley Pike, Bloomington, IN

Lease property, show property to prospective tenants, prepare lease agreements and addendums as necessary, supervise all necessary repairs and appliance maintenance, conduct inspections and supervise city and county inspections, prepare tax records and payments, etc.

Maintain rental records and files.

Advertise property for sale, create display advertisements, design flyers and newspaper advertisements, show property to prospective tenants, develop prospective tenant applications and references, create online postings and advertisements listing property amenities and rental rates, etc.

Real Estate Sales Agent

04/2004 -
06/2008

Dunn Real Estate/Coldwell Banker Real
Estate

508 North College Avenue,
Bloomington, IN

Solicit Real Estate Listings, show real estate listings, stage homes for sale, conduct open houses, prepare comparative market analysis reports, input listings into MLS (Multiple Listing Service)

program online), answer phones, prepare correspondence with clients and other realtors/associates, other varied duties.

Paralegal Specialist

08/1991 - 03/1993 Payne Legal Services 1319 West Gourley Pike, Bloomington, IN

Prepare dissolution of marriage paperwork for clients, last will and testaments, living wills, bankruptcy pleadings and petitions, simple legal procedures that can be done by a paralegal.

Education and Training:

Completion Date	Issuing Institution	Location	Qualification	Course of Study
2007	Barclay Career College, IUPUI, IVY Tech	Bloomington, IN	2 Years of College or a Technical or Vocational School	Word Processing, Paralegal Studies

Occupational Licenses & Certificates:

Certification Title	Issuing Organization	Completion Date	Expiration Date
Real Estate Salesperson	Indiana Dept. of Professional Licensing	04/2004	06/2008

Honors & Achievements:

Winner of Indiana State Typing Championship (1980) with a typing speed of 103 wpm and only one error in a five-minute timed writing.

Former Realtor and Real Estate Salesperson licensed by Indiana State Department of Professional Licensing.

Past member, Indiana Paralegal Association, Inc.

Additional Information:

I can work odd hours if needed and less than part-time if the job requires.

Detailed References:

Travis Lawson, Professor and Social Worker
Indiana University and Catholic Social Services
Bloomington, IN 47401
812-679-9617
Personal reference known for 3 year(s).

Theresa Bradley, Real Estate Salesperson
Coldwell Banker Real Estate
Bloomington, IN 47401
812-345-3936
Business reference known for 8 year(s).

W. R. Dunn, Real Estate Salesperson
Dunn Real Estate/Coldwell Banker Real Estate
Bloomington, IN 47401
812-339-1151
Business reference known for 5 year(s).

Karen VanArsdale, Social Worker/Psychologist
Indiana University Health/Bloomington Hospital
Bloomington, IN 47401
812-353-3450
Personal reference known for 9 year(s).