

Jaclyne Lopez

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Objective:

Vice President of Operations

Summary:

- Performs effectively individually, in groups or in one-to-one situations.
- Supervise and act as a liaison between the Staff and the Board of Directors at HJR Investors, Inc.
- Formulate, update, and implement policies and procedures for HJR Investors, Inc.
- Strong organizational skills and willingness to learn.
- Expertise in SWOT analyses, problem solving and strategic planning.
- 2001-02 National Dean's List
- 2008 Who's Who Among Students in American Universities & Colleges

Education:

- Master of Science in Management (MSM)
Cardinal Stritch University, Milwaukee WI, Expected Graduation December 2008
- Master of Arts in Business Administration (MBA)
Cardinal Stritch University, Milwaukee WI, Graduated May 2006
- Bachelor of Arts in International Business Management with Spanish support
Alverno College, Milwaukee WI, Graduated May 2003

Related Experience:

Real Estate

- Research Tenant/Landlord laws and incorporate into company policy.
- Experience in managing approximately 100 residential apartment units.
- Maintains good working rapport with customers, vendors, and co-workers
- Experience in light maintenance work and supervision of small maintenance team.

Communication/Marketing

- Skilled in using communication methods solve problems and implement solutions.
- Over fifteen years of networking experience in pageants, community programs, film/video production, classroom interaction, seminars, training sessions, etc.
- Experienced in administering employee performance reviews and giving appropriate feedback.
- Develop marketing strategies to attract and retain customers (tenants).

Financial

- Accurately analyze statistical data and write quantitative reports.
- Prepare, analyze, and reconcile bank and financial statements for company accountant.
- Monitor and evaluate company's ability to purchase properties.

Computer

- Utilize accounting software packages, QuickBooks Pro 99, 2002, & 2004
- Utilize Microsoft Word, Excel, PowerPoint and Publisher
- Utilize Outlook Express, Internet Explorer and Safari

Work History

Vice-President of Operations, Executive Secretary - HJR Investors, Inc., Milw., WI Sept. 2007 to Present

Office Manager -- HJR Investors, Inc., Milw., WI May 1995 to Sept 2007

Community Service

Chairman of Safety Committee -- United Garden Homes Inc., Milw., WI 2007 to Present

Safety Committee Member -- United Garden Homes Inc., Milw., WI 2002 to Present