

STEPHANIE LANDAU

666 ELBOW CT. DENVER, CO 80111

303•333•9440

SLANDAU3333@GMAIL.COM

ADMINISTRATIVE ASSISTANT

Professional administrator offering broad experience in diverse business environments that demand strong organizational, disciplined, and interpersonal skills. Possess a strong work ethic and steadfast commitment to efficiency. Interacts well with cross-functional department personnel, vendors and sales representatives.

SUMMARY OF QUALIFICATIONS

- **Business Administration:** Experienced in significant aspects of business environment.
- **Self-Directed:** Demonstrated ability to think and work independently as well as within teams on a collaborative level.
- **Communications:** Articulate both written and spoken.
- **Project Management:** Proven at completing projects successfully, on time, and within budget.
- **Analytical:** Established track record in the management of complex and diverse projects.
- **Focused/Driven:** Recognized by peers and clients as a consummate professional.

SKILLS

- Maintain a strong office structure
- Detailed, organized with an eye for efficiency
- Attend and document client meetings
- Scheduling: meetings, travel, project, labor
- Prepare contracts and other routine documents
- Filing, maintaining logs, data entry
- Assist senior management in all support tasks
- Communicate clearly and effectively
- Answer phones, screen calls, take effective notes
- Write reports
- Computer: MS Office, Outlook, Act, Online research.

PROFESSIONAL EXPERIENCE

GenCon | Denver, CO

7/2006 – 8/2008

General Contractor

Administrative Assistant / Client Relations

- Successfully created, implemented, and managed client systems and processes for the production manager. Maintained all company offices / jobsites in a ready status with supplies and equipment.
- Monitored 5 client contracts per week from inception to completion.
- Worked with project managers, supported project and sub-contractor requirements.
- Created RFPs and purchase orders for equipment and services.
- Tracked, ordered, and fulfilled internal operations center warehouse inventory.
- Monitored vendor certificate of insurance, compliance requirements, lease crews, permits, truck and trailer license renewals, and siding color spreadsheets.
- Tracked subcontractor time sheets.

Contract Management, LLC | Denver, CO

3/2005 – 1/2006

*Commercial property management group.***Assistant Property Manager**

Managed all daily operations of properties, cultivating tenant relations, servicing tenant concerns, inspecting properties, and completing requirements to ensure customer satisfaction and lease renewal.

- Negotiated competitive bidding with vendors, supervised quality of services.
- Bid on all tenant improvement and non-recurring projects for the year.
- Reviewed work orders, worked with engineers to respond to tenant requests on a timely basis.
- Attended and prepared memos, agendas, and information packets for tenants.
- Assisted with marketing strategies, collateral and new media advertising.

TriCon - Commercial | Denver, CO

2/2000 – 3/2005

*Commercial property management company.***Administrative Assistant**

- Performed office functions to include assistance in AR/AP, negotiated vendor contracts for 7 commercial office buildings and over 400,000 square feet of commercial office space.
- Supervised maintenance contracts, capital improvement projects and vendor contract performance and costs.
- Conducted weekly and monthly building inspections.
- Designed tenant welcome guides and emergency evacuation plans.
- Instituted tenant relations and retention programs.
- Managed building security systems.

ADDITIONAL WORK EXPERIENCE

Account Executive, Alphagraphics | Denver, CO**1999 – 2000****Account Executive**, Apple Learning Center | Englewood, CO**1998 – 1999****Administrative Assistant**, Aerotek | Denver, CO**1998****Account Executive**, CoCom Systems | Englewood, CO**1997 – 1998**

EDUCATION AND CERTIFICATIONS

University Texas El Paso – El Paso, Texas, 1994

BA, Business Administration

Texas State University – San Marcos, Texas, 1987

Bachelor Degree in Fine Arts with Major in Photography and Drawing