

JENNIFER M. MURPHY

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SUMMARY:

- Office and Administrative Skills
- Excellence in Customer Service
- Schedule & Coordinate Work Flow
- Improve Efficiencies
- Data Entry; Account Maintenance
- Track Costs and Budgets
- Train and Supervise Others
- Accounts Payables/Receivables

EXPERIENCE:

1995 to
present

BEACON HEALTH SYSTEM,
MEMORIAL PROPERTIES MANAGEMENT, South Bend, IN
Properties Assistant, 1997-present

- Track completion and costs of maintenance/repairs to properties on Memorial Hospital campus and other locations owned by Beacon. Collect/process rents.
- Maintain accounts, track property revenues & costs and prepare deposits.
- Extensive data entry using PeopleSoft, Word, Excel, and Corrigo Data Base.
- Create and manage spreadsheets tracking budgets and reconciling expenses for multiple ongoing construction projects. Handle Accounts Payable.
- Plan/coordinate sponsored activities for tenants on campus; serve as PR Rep.
- Track and process property tax and exemption forms. Notary Public.
- Cross-trained to fill in as Secretary to Beacon Health System CAO.
- Co-wrote Departmental Procedures Manual.
- Improved accounting accuracy by creating new cost-tracking system & protocol.

Secretary, 1995-97

- Assisted and supported three Departmental Directors at Memorial Home Care.
- Typed forms, updated files, routed phone calls and created correspondence.

1989 to
1997

SHELTON'S FARM MARKET, Elkhart, IN
Front Office Manager, 1990-97
Head Cashier, 1989-90

- Trained, supervised and scheduled Cashiers and Customer Service Associates. Analyzed and forecast customer traffic to maximize labor-hour budget.
- Balanced cash drawers; prepared cash/sales reports & deposits. Supervised opening and closing procedures.

EDUCATION: DAVENPORT UNIVERSITY, Mishawaka, IN
Associates of Business Administration, , 1995
Associates of Travel and Tourism, 1995

INDIANA UNIVERSITY, South Bend, IN
Completed 2 Semesters of General Courses, 1991-92

REFERENCES FURNISHED ON REQUEST