

# Phyllis B. Crearer

216 Kingknoll Drive, Brampton ON – L6Y 4X4

(647) 808-8920 ■ [beeleebc@live.ca](mailto:beeleebc@live.ca)

---

**Objective:** To obtain a Property Manager Position

## Summary of Qualifications

Strong knowledge of principles and practices of property management within the scope of Site Administration

Experienced in accounts administration such as accounts payable/receivable

Strong ability to negotiate, develop and prepare property agreements

Effective communication and customer service skills

Solid organizational and time management skills

Proven track record to produce high quality result in a fast paced environment

Currently Pursuing Registered Condominium Manager (R.C.M.), Humber College

Excellent Computer Skills: MS Office, Email and Internet

## Employment History

### Site Administrator

2009

Brookfield Residential Services Ltd., Mississauga ON

- Prepared and issued Status Certificates for execution by Property Manager
- Liaised with unit owners, tenants and contractors
- Managed and compiled reports showing accounts payable and receivable
- Answered owners, tenants and contractors inquires over the phone and in person
- Created routine correspondence to residents and owners such as letters, memos and invoices
- Prepared lease agreements and explained terms of occupancy
- Improved customer service relations through excellent communication and interpersonal skills

### Assistant Property Manager

2007-2008

City Towers Property Management Inc., Mississauga ON

- Assisted Property Manager on all daily site administration duties
- Prepared bank deposits, active in coding invoices and entering into accounting system
- Performed on-site collections, filed documents for non-payment rent
- Liaised with contractors, unit owners, tenants
- Maintained a complete owner registry database and reviewed rental applications for approval
- Coordinated party room and guest suite bookings
- Ensured tenant issues are resolved in a timely manner with Superintendent

**Office Administrator**

**2006-2007**

Wilson Blanchard Management Services, Toronto ON

- Completed accounts receivables/payables duties
- In charged of ordering office supplies and maintained inventory
- Created and set up new filing system for efficiency using excel spreadsheets
- Supported four Property Managers daily
- Addressed invoices enquiries and complied monthly invoices with financial statements

**Administrative Assistant**

**2000-2003**

Linco Power Ltd., Toronto ON

- Scanned documents into Adobe Acrobat System
- Prepared expense reports for AVP, directors and managers
- Scheduled meetings and appointments for Senior Management Accounts Executive
- Prepared proposals for presentations

**VOLUNTEER EXPERIENCE**

**Co-Executive Assistance**

**2011-Present**

Champion Life Centre Brampton, ON

- Planned events and monitored activities of department on a regional level
- Composed proposals for funding, while providing assistance on administration activities

**EDUCATION AND TRAINING**

**Registered Condominium Manager (R.C.M.)**

**2009-Present**

Humber College, Toronto ON

**Computer Applications**

**2000-2000**

Toronto School of Business, Toronto ON

**\*References Available Upon Request\***