

Jean N. Baker
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SOFTWARE:

Yardi, PowerPoint 4.0, Excel, Hyperion (Pillar),
WDS(Reflection), MSWord, Email, Outlook, CCMail, DW4,
PFSWrite, VI/UNIX, BookMaster, Xedit, IslandWrite, AS400,
OfficeVision, MSExchange, SunTools, HTML, SETR, TCWMS
Mozilla browser, StarOffice, Sun Dashboard, Lotus Notes 6,
Countrywide CFSC System

EDUCATION:

Took and completed the courses from Leonard-Hawes Real Estate School for a total of 150 hours of classroom work in 2004 and have only 1 course in Contracts of 30 hours to pass before I can start studying for the real estate exam. Received Career Secretarial Diploma from Heald Business College of San Francisco from 09-1979 to 09-1980. Taken HTML/StarOffice basic course at Sun Microsystems. Taken all 6 APICS classes through Sun Microsystems.

EMPLOYMENT:

04/17/07 to 5/31/07 - Countrywide as a Contractor (Workway) - Clerical/Floater - Plano, Texas. Used the AS400 to Vacant Secure reports, used the CFSC System to do the following reports: cancel a grass cut, REO grass cuts, check for cancellations, order a grass cut, check to see if property is secure, confirmations, occupied report, damage report, grass cut, bids. Used Lotus Notes to send email, reports to the appropriate people. Opened and sorted out incoming mail. Get into the state databases and print out the bids and completions. Go into the AS400 Foreclosure screen and look things up.

03/12/07 to 03/23/07 Heritage Auction Galleries - Dallas Texas - Mailing List Clerk - Updated and checked mail lists for duplication.

01-12-05 to 03-10-06 Pro-Unlimited / ValleyUS - RFID Test Center Project Coordinator/Meeting Planner out at Sun Microsystems Dallas, Texas. Prepared RFID Test Center for RFID World for VIP/Open House and Partner visits for the entire week. Used SunTools to: Schedule visits to the RFID test center between the sales people and the potential customers/partners. Travel on occasion between test center and Dallas office, do precall and follow-up on visits, operate under little and sometimes no supervision, getting instructions from manager via email or on the phone most of the time. Give the appropriate forms to the sales rep/Sun sponsor and have manager review before visit to approve, arrange a speaker for the visit and when getting an inquiry from the RFID test center email finding a sales rep/Sun sponsor. Put visit on RFID calendar and keep it updated.

07-19-04 to 09-17-04 Quine & Associates - Richardson, TX
Used Yardi to: Post deposits, deposit checks, reconcile bank statements, post water bills, run Coys' monthly report. Make sure we receive from the tenants a Certificate of Liability Insurance. Make copies of checks and send out monthly statements to our clients.

05-26-2003 to 12-08-2003 Sales Associate at Walmart Shoe/Jewelry Department - Plano, TX
In shoe/jewelry department did the following: Assist customers, cleaned/zoned area, operate and closed cash register at end of day, stock area and check/change pricing.

09-23-2002 to 01-21-2003 Team Secretary at IRS Dallas, TX
Used SETR and TCWMS for the CSR's to input time and exceptions. Set up employee new hire folders and keep them updated.

10-2000 to 10-30-2001 Administrator 2 at Sun Microsystems in Menlo Park, CA
Worked for between 20-25 software engineers using SunTools to: order supplies/capital equipment, schedule meetings, set up offices, get 7 Toshiba engineers settled at Sun getting them translators when needed including getting them 2 apartments in Menlo Park, CA. Printed documents from PDF, StarOffice, PowerPoint programs on a Compaq PC using my Sun Ultra 10 to do all of my work.

05-23-2000 to 10-2000 Sales Admin at ADP in Santa Clara, CA
Worked in the EasyPay department receiving new orders from
the District Sales Managers: reviewing orders, input daily
weekly reports using AS400/CCMail, Clarify and Tops then
handing off the EasyPay orders to the conversion
coordinators for processing.

07-1998 to 07-04-1999 Secretary II at RPS now FedEx Ground
in Mipitas, CA

Was the front office person who did the following:
accounts payable for the terminal, answered a 6-line
telephone/paging people, used a typewriter to type up
expense checks/terminal drafts, package handler checks,
mailed out mail taking care of the postage meter.

09-15-1995 to 03-26-1998 Administrative Associate
Specialist at Solectron in Milpitas, CA
Worked for Project Manager/Buyers/Planners doing the
following: staff meeting team leader for approximately 10-
20 administrative assistants, updated monthly forecast for
buildings 7 and 8 on Hyperion/Pillar, used PowerPoint to
type up weekly/monthly meetings, set up offices, ordered
food. Interfaced with at least 50 people on a regular
basis, matched confirming orders/changes (SMARTS and MRPs).

01-1994 to 09-12-1995 Typist at Tascor (IBM) San Jose, CA
Created documents for personnel at IBM San Jose, CA. These
documents can be charts, memos, presentation material, mail
merge documents using Xedit, DW4 and BookMaster.