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Employment

Champion Homes Center/ Champion Homes Builder
(Sept 2023- December 2024)

3401 W. Corsicanan Hwy. Athens, Texas 75147

Project Coordinator-

- Obtain any necessary paperwork from customers needed after executed purchase agreement is signed with sales: Authorization to Build form
- Track deals pending purchase orders and work with sales to complete processing
- PO Requests
- Update Deal Status log for ship, payment, finance information, permits, storage
- Change Orders after PO is completed, this should be limited and requires RVP approval.
- Track estimated completion dates and communicate to customers on status of their estimated completion month.
- Collect Final Payments
- Communicate expected payment dates and any changes on pending deal to GM
- Schedule home deliveries and obtain quotes when needed
- Work with customers and lenders on all finance deals
- Verify financing has final approval prior to delivery
- Assign leads in absence of GM
- Training of Administrative Assistant
- Assisting in the office as necessary. Answering calls on general line when to assist customers and vendors.
- Incomplete contracts or deals lacking manager signatures will be returned for completion. If only a few forms are missing, they will be retrieved by the project coordinator. Maintain original sales file. Input sales contract into Cirrus system.
- Confirm that sale listed deposits in receipt book. Make deposits via remote scanner or at bank. Complete transmittal form and upload into Cirrus. Enter new customers into Deal Status Spreadsheet.
- Send welcome letter to customer via email/mail. Assist in obtaining original quotes from vendors and customers.
- Review Home Installation Checklist with customer to assist with any questions and ensure the customer site should be ready to accept home. Will help customer with questions or assistance items during this time period
- Worked with lender and/or customer to ensure that all parties understand that final payment is due prior to completion. If finance, ensure that all finance documents are correct per the lender requirements customer/contractor have provided setup quotes and permits.
- Update base pricing, if pricing is not within 30 days, and remove any contingencies prior to build.
- Worked with the factory for estimated on-line/off-line dates for homes and update the customer via revised completion notice for projected delivery.
- Review the specification with the sales rep. After checking, if re spec'ing is needed, will obtain the new specs, retain the original that was reviewed by sales and PC and ensure factory made all changes and do final signoff. If any change orders are needed for clarification PC will be responsible for obtaining

from customer. Will submit to operations for approval to be sent to factory. If a home is an engineered home, they will obtain final drawing signoff and track engineering lead time.

- Obtain final payment from customer a minimum of 7 business days prior to the home being offline. If finance, obtain executed loan documents one month prior to the home coming offline.
- Confirm that freight, setup, FTO and AC quotes have not changed to ensure that we have enough money in the contract. Freight waivers, if necessary, should be received at time of PO request for cash transactions only. Maintain Deal Status Spreadsheet on server for corporate.
- Worked with the selected freight company customer and lender (if required) to arrange for delivery of the home. Contractor should have verified accessibility to site with PC. Freight company might have required route survey.
- Assure that prior to shipment, the home has been cleared and deemed acceptable to contract specifications. Submit walk sheet/final invoice to accounting for payment of home.
- Ensure arrival of home. If transport damage has occurred, will work with freight company and customer to amend.
- Once the customer is paid in full, submit check request for customer travel reimbursements, refunds and overpayments.
- Handle all service requests, including turning in all service request items to the factory.
- Transfer title (ownership documents) to customer

Accounts Payable/ Clerk-

REPORT TO: Controller

- Validate and enter all invoices for payment
- Maintain Accounts Payable files
- Complete and/or review new vendor set up paperwork for completeness and submit to Corporate A/P
- Collaborate with "Corporate A/P to maintain vendors including address changes, EFT payment setup, etc.
- Assisted with vendor and divisional A/P inquiries
- Review vendor statements for outstanding items
- Prepare accounts payable reconciliation reports
- Prepare analysis of accounts as required
- Assists in monthly closings
- Assist with inventory when needed
- Assist the division with expense reports and reconciliations
- Administrative tasks (filing, pick up and take mail to post office, scheduling trash container pickup, etc.)
- Special projects as needed
- Banking - scan incoming payments, check wires daily and maintain check log
- Prioritize and multi-task in a fast-paced environment
- Multitask and ability to consistently follow best practices when managing accounts
- Handle confidential information in a discreet, professional manner
- Detail oriented and performed with a high degree of accuracy
- Meet deadlines, worked under pressure, follow best practices and company policies
- Proficiency in Microsoft Office, including Excel and Word
- Knowledge of UKG, and Navision

January 2016-September 2023

I was a stay-at-home mom from 2016- 2023, took hiatus to care for my younger two kids. They both are attending school.

Unilin North America

7834 C.F. Hawn Freeway; Dallas, Texas 75217

(Nov. 2011- Jan.2016)

Executive Assistant III-

- multi-task with the ability to juggle numerous responsibilities and assess priorities with ease
- Professional demeanor- as a liaison between the company and the clients
- Right hand to CEO. Responsible for all their emails, travel arrangements, etc.
- Assist CFO with various accounting spreadsheets and projects using Excel
- Prepare correspondence and spreadsheets for executives as requested
- Team player! Be willing to chip in when someone needs a hand

AP Department-

- Receiving, verifying, reconciling expense and financial reports
- Ensuring outstanding obligations are credited, identifying discount opportunities, purchase order and stop-payment orders as needed
- Monthly statement and transaction reconciliation
- Ensure the accurate and timely payment of all vendor invoices and check requests
- Reconcile A/P related G/L accounts
- Regulate monthly closing of financial documents; post month end registers statements
- Process weekly payment batches (current check runs but will soon change to electronic autopayments)

B.I.G. Assets, LLC:

1717 McKinney Ave suite 850; Dallas, Texas 75202

(March 2008-Nov. 2011)

Accounting Department-

- Recruiting, supervising, reviewing, training, disciplining, and terminating all on-site staff for each property in the portfolio
- Prepare annual budgets for each property in the portfolio and review them with owners/board
- Reviewing, understanding and responding to owner's inquiries regarding property budgets, monthly financial reports, variance reports, profit and loss statements, weekly owner reports, delinquency reports, market comps, as well as other owner-defined custom reports
- Attend and participate in company meetings, functions, planning sessions, etc. as required
- Oversee daily operations of the properties in the portfolio
- Highly developed communication skills and work with people from diverse backgrounds
- Ensuring physical property inspections including critical and curb appeal are performed monthly
- Ensuring properties operate within all applicable local, state, and federal laws including OSHA (Occupational Safety and Health Act), Fair Housing, and Landlord/Tenant regulation
- Ensuring that all needed staff meetings and/or communication are occurring as needed, supportive of business, team, and employee success (performance evaluation meetings, etc.
- Aiding subordinate team members in resolving employee issues, including performance evaluations, corrective actions, and other employee management issues
- Partnering with Property Managers and Asst Regional Managers to ensure all employee training and/or certification is completed/addressed in a timely manner
- Ensuring all protocols, procedures, and best practices are followed throughout the region, including all standard documents and forms (leases, License to Occupy, etc.)
- Responding to resident complaints directly related to Property Managers and/or any that might have legal exposure
- Making strategic changes to increase income, decrease expenses, and grow net operating income

- Ensuring all income collection and Bad Debt is handled according to protocol
- Creating and evaluating site budgets and performance goals in partnership with Asset Team
- Evaluating capital needs and planning projects in partnership with Asset Team

Camden Property Trust: 9835 West Valley Ranch Pkwy. Irving, Texas 75063 (Oct. 1998-March 2008)

Leasing Consultant-

- Managing all leases from potential and existing clients.
- Coordinating property viewings, follow-ups, and updating of contact management database
- Marketing all rental listings through open houses and individual showings
- Coordinating and scheduling lease applications, and adhering to compliance requirements
- Executing new lease agreements and coordinating move-in processes
- Preparing all lease-related paperwork
- Planning and implementing marketing strategies to generate traffic
- Handle lease renewals, calls, showing and leasing of apartments as needed
- Prepare marketing letters, flyers, and other items directed to prospective residents as appropriate
- Run credit, criminal and reference checks on prospective residents as appropriate

Assistant Manager-

- Interact with tenants, contractors, consultants and executives to insure our properties meet our standards
- Provide administrative and operational support to Senior Property Management
- Process invoices, track expenses and prepare contracts
- Perform property inspections with Property Manager
- Work with tenant coordination on buildout of tenant spaces
- Assist on preparation of budgets and forecasts
- Handle resident concerns and assist residents with related issues, problem solving, etc.
- Record maintenance requests
- Prepare and coordinate special activities for residents. Prepare property newsletter and calendar
- Prepare for resident move-in/ Prepare move-in packets
- Arrange unit cleaning, maintenance, painting, carpet cleaning and other requirements
- Prepare for resident move-out/ Schedule and/or conduct move-out inspections
- Ensure vacate form is completed, delivered, signed by all parties involved and returned. Deliver copy of completed form to Corporate Office
- Using established P.O. procedure, order, purchase and/or pick up supplies as needed. Prepare and code payment requisitions
- Prepare daily Yardi entries including lease changes, vacates, move-ins, payments, adjustments, and billings
- Collect current and past due rents. Prepare and distribute late payment and payment discrepancy notices
- Prepare timely and accurate reports (manually or computer-generated) such as Monday Morning Reports, delinquency reports, etc.

Manager-

- Receive, organize, and manage work orders
- Utilize Microsoft Office (Word, Excel, Outlook) and other property management platforms
- Establish and cultivate relationships with vendors and maintenance staff
- Ability to multi-task and be self-motivated

- Meet deadlines, manage schedules, manage multiple projects, and track progress
- Communicate well with internal staff and external contacts
- Work within the team, aligning with policy and guidelines
- Hire staff
- Monitor and manage staff performance. Conduct annual performance reviews
- Discipline and discharge staff as appropriate and necessary
- Ensure staff is properly trained
- Schedule staff work, i.e., apartment turns, property maintenance, special projects, etc.
- Oversee new lease and lease renewal processes

Regional Manager-

- Recruiting, supervising, reviewing, training, disciplining, and terminating all on-site staff for each property in the portfolio
- Prepare annual budgets for each property in the portfolio and review them with owners/board
- Reviewing, understanding and responding to owner's inquiries regarding property budgets, monthly financial reports, variance reports, profit and loss statements, weekly owner reports, delinquency reports, market comps, as well as other owner-defined custom reports
- Attend and participate in company meetings, functions, planning sessions, etc. as required
- Oversee daily operations of the properties in the portfolio
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