

Angela A. Segura

1711 Ralston Branch Way | Sugar Land, TX 77479 | 713-545-1593 | nasegura@gmail.com

Profile

Experienced self-motivated professional with strong customer service and interpersonal skills. I am detail oriented and highly knowledgeable in property management and financial matters. A multi-tasker who excels at project completion, deadline management, and exceptional customer satisfaction.

Experience

Physician's Assistant | Woodlands Eye Associates | 2009 - 2010

- Performed diagnostic testing with patients prior to vision exams.
- Verified insurance benefits and completed patients discharge documentation.
- Responsible for ordering and dispensing all patient contact lenses.
- Assisted doctors and patients as needed.

Billing & Collections Coordinator | Optimum Computer Solutions | 2007 - 2009

- Prepared all customer billings in an accurate and timely manner.
- Monitored and tracked purchase orders, service calls, credit memos, returns, and cash receipts.
- Developed excellent relationships with customers which allowed efficient collection efforts.

Assistant Manager/Leasing & Marketing Director | Landmark Management Group, Realm Management, Trammell Crow Residential, The Finger Companies | 1998 - 2007

- Managed daily operations including leasing, resident and property maintenance.
- Prepared monthly/quarterly budgets, managed financial performance and maintained a low delinquency rate, less than 10%.
- Established and enforced deed restrictions resulting in a more harmonized community.
- Assisted consistently achieving at 98% occupancy through strategic marketing strategies.
- Closing leasing ratio of over 40%.

Other work experience includes Inside Sales, Collections Representative, and Assistant Office Manager roles at other companies.

Education

General Business | San Jacinto College & Angelina College | 1991 - 1994

Skills & Abilities

- Billing & Collections
- Proficient with various computer systems
- Excellent interpersonal and communication skills
- Poised under pressure
- Experienced in most administrative duties
- Customer Service