

OLGA L. LOPEZ

3412 Edison Street, Apt. B, San Mateo, CA 94403

(650) 483-8976

olgalopez_70@yahoo.com

QUALIFICATION HIGHLIGHTS

- Motivated self starter who is able to quickly learn the functions and procedures of different job activities.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers, and board of directors.
- Excellent verbal and written communication skills.
- Bilingual both written and oral (Spanish)

EXPERIENCE

Stanford Hospital & Clinics/Lucile Packard Children's Hospital 2008- 2011
Assistant Facilities Manager/Business Coordinator

- Support transitions of campus from Design & Construction to occupancy. Created and implemented departmental processes, policies, and procedures in preparation of campus opening for patient care.
- Managed internal contract process ensuring that contracts meet Hospital standards and are in line with the Departmental budgets.
- Prepare and manage annual departmental budget.
- Perform regular site inspections with service providers and manage daily operations of campus activities to ensure that service providers are providing agreed-to service levels.
- Manage facilities projects to ensure projects are completed efficiently and meet the business requirements. Assigned and supervised various tasks.

Fisher Investments 2005 - 2008
Facilities Analyst

- Manage facilities projects to ensure projects are completed efficiently and meet the business requirements.
- Assist Facilities Manager with budgets and invoices.
- Create and implement departmental procedures.
- Assign and supervise various tasks.
- Manage vendors and contracts.

The Taubman Co. 1997 - 2004
Senior Assistant I

- Provided administrative support to one Director and two Managers, which included but was not limited to: answering and screening phone calls, travel coordination, preparing correspondence, following up with retail real estate tenants via email and telephone, receiving and sorting mail, preparing expense reports, maintained central files and maintained department procedure manual.
- Developed new methods to streamline department procedures, which includes creation of merge templates in Word and additional forms in Excel used company wide.
- Provided lease administration support to various properties, which included: analyzing leases and modifications to lease, entering new lease information in lease summary program, preparing notices of non responsibility for centers, sending lien letters to tenants, following up on documents mailed to tenants, gathering sales information during CPI processing, drafting and sending default notices to tenants at the request of Lease Compliance.
- Provided support to different departments within the company as well as outside consultants.

SYSTEMS PROFICIENCY

Software

Word, Excel, Outlook and PowerPoint

EDUCATION

Secretarial Science Diploma 1991 – 1992
Heald Business College, San Francisco

Graduated with honors. 3.8/4.0 GPA

FMA Designation 2009 - Present
BOMA, San Jose – In Progress