

CLAIRE ELIZABETH CANON

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Summary

Personal, driven, and meticulously organized administrative professional. Thrives in fast-paced environments through consistent execution, clear communication, and client/team relationship-building. Diverse experience in a variety of customer-interfacing roles, from property management to service industry.

Education

University of Missouri, St. Louis

May 2016

Bachelor of Arts in Mass Communications

Work Experience

Gershman Commercial Real Estate

July 2016-March 2017

Property Administrator

St. Louis, MO

- Administrative Assistant to Vice President & Senior Manager of Property Management Department.
- Create and maintain positive relationships with tenants by excellent customer service.
- Making and keeping relationships with vendors in obtaining bids for building projects & services.
- Prepare contracts and documents necessary for services, projects and budgets.
- Maintained and tracked key information pertaining to each property through Yardi Software & spreadsheets.
- Successfully administered a portfolio of 13 properties, including “Class A” office buildings as well as large retail centers.

Nightlife App

April 2015 – December 2015

Social Media Intern

St. Louis, MO

- Responsible for the Facebook & Instagram posts for St. Louis.
- Work with my team to seek new and innovative ways to expand the Nightlife brand.
- Establish and build relationships with new and existing clients.

Privately Employed Nanny

May 2014 – June 2016

Exclusive Child Care provider

St. Louis, MO

- Provide child care 5 days a week for children ages 0-7
- Responsible for transportation, meal preparation, homework help etc.
- Provide a safe and positive environment for the children
- Confidently assume all parental responsibilities

Pizza 51

August 2013 – May 2014

Server

Kansas City, MO

- Provide customers with a positive dining experience through proper service and communication.
- Worked with other staff members to carry out goals smoothly and efficiently.
- Inspect and ensure cleanliness throughout the restaurant before closing.
- Correct operation of transactions with electronic and cash sales.

Dick’s Sporting Goods

May 2013 – August 2013

Cashier

Chesterfield, MO

- Greet customers and assist them in having a hassle-free shopping experience.
- Made various different kinds of transactions on an electronic register.
- Worked as a team with my co-workers to ensure the customers the best possible service.

References:

Courtney Hix
Senior Property Manager
Gershman Commercial Real Estate
150 N. Meramec Ave., Suite 500
St. Louis, MO 63105
314-609-9768
Courtney hired me for Property Administrator position.

Melissa Wolff
Director of Property Management
BOMA President
Newmark Grubb Zimmer
8235 Forsyth Boulevard, Suite 310
Clayton, MO 63105
314-295-1888
Melissa was my direct report as Property Administrator.

Chelsea West
Stay at home mother, currently in school for her Master's degree.
569 Hickory View Lane
Ballwin, MO 63011
314-803-1958
Chelsea employed me as her family's nanny.