**LEVER BRUCE**

380 N Ave, San Francisco,

CA 32102 | (001) 398-23401 |

bruce @ email . Com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Work Experience**

General Growth Properties, Inc. – Owings Mills, MD (January 2013 to Present)
Marketing Coordinator

* Provided business development & marketing consults for all tenants.
* Managed all Business Development Tenants.
* Generated and reviewed monthly A/R details with Aging Reports.
* Managed payroll for all office personnel.
* Managed monthly financial accounts and facilitated collections process.
* Knowledge of Oracle Software for Accounts Receivable.
* Managed Office and Marketing Budget.
* Developed and managed spreadsheets.
* Member of Chamber of Commerce.
* Actively participated in Chamber meetings & events.
* Created and generated tenant leases.
* Coordinated all seasonal events, additions and attractions.
* Revenue generation / sponsorship involvement
* Managed Insurance COI requirements.
* Managed all leasing and tenant paperwork.
* Development Representative for the property.
* Planning and implementing promotional strategies and events.

PAR Environmental Services, Inc – Sacramento, CA (April 2011 to May 2012)
Marketing Coordinator

* Supervised 2-3 administrative staff members and 1 environmental intern
* Assisted in report writing for environmental documents (CEQA/NEPA)
* Coordinated on-going environmental projects, potential projects and proposals
* Accountable for product production including editing and delivery
* Acted as company representative at industry conferences, set up and took down exhibits at conferences
* Coordinated Annual Company Christmas party including transportation, entertainment, booking reservations, settling of bill
* Coordinated all company in-house meetings including memos and set up
* Created a new company production document to help improve efficiency of document production, organization and delivery within budget
* Liason for office equipment and service
* 5 year “Outstanding Service” award presented in 2012