Andrea Green

Washington, DC

301.801.9237

AndreaLH1975@yahoo.com

**WORK EXPERIENCE**

**Accounting/Administrative Assistant**

Uniwest Commercial Realty, Falls Church, VA | 02/2019 – 08/2022

- Processed AP transactions for 15+ entities, managing weekly check runs and bank transfers.

- Handled bi-weekly payroll, including associated invoices and journal entries.

- Posted rent, utility, and reimbursement payments for all entities.

- Maintained certificates of insurance for vendors and tenants.

- Managed the master investor list, prepare annual updates, tax information, and correspondence for 100+ investors.

**Market Center Administrator (Interim)**

Keller Williams, Vienna, VA | 05/2018 – 11/2018

- Oversaw administrative systems and daily operations of the office, including staff and facilities.

- Managed accounting functions such as AP, AR, payroll, GL/bank reconciliations, and month-end closing.

**Executive Assistant (Temporary)**

Beyond Agency/Keller Williams, Vienna, VA | 10/2017 – 04/2018

- Managed listings and contracts, database systems, and event planning.

- Created marketing materials and maintained/updated CRM.

- Prepared presentations and assisted in maintaining policy and procedure manual.

**Escrow Specialist**

McEnearney Associates, Alexandria, VA | 09/2013 – 10/2017

- Processed agent commissions for sales and rentals, conducted training on transaction management tools.

- Managed listing and contract information and provided reports to agents and brokers.

**Financial Coordinator (Temporary)**

OFM&K, Alexandria, VA | 04/2012 – 11/2012

- Handled full-cycle A/P and A/R for multiple entities.

- Prepared invoicing, journal entries, financial reports, and account reconciliations.

**Accounts Payable Associate**

American Chemistry Council, Washington, DC | 08/2010 – 02/2012

- Processed AP transactions, contract payments, and wire transfer requests.

- Assisted with audits, reconciliations, and inquiries regarding accounts.

**EDUCATION**

University of Maryland, Global Campus

Expected Graduation: 2025

Bachelor’s Degree in Marketing, Business Administration Minor

Prince George's Community College

Largo, Maryland

Business Administration

**SKILLS**

Proficient in: MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Google Workspace, Skyslope, Yardi, Lone Wolf, Dotloop, QuickBooks, CRM systems (FollowUp Boss), Account Edge, Winmore, SharePoint, IMIS Database, Crystal Reports, Zoom

REFERENCES

Available upon request