

Katherine Ann Watson

1811 Tower Dr. Suite B - Monroe, La. 71201 - Phone: (318) 388-2791

kathy@welsh-properties.com

Summary

Extensive background in office/business management: hiring/training/scheduling new employees. Detailed background in property and building management along with accounting services.

Professional Experience

Welsh Properties LP, Monroe, La 1992- Present

Office Manager/Property Manager

- Performs real estate lease maintenance for Federal and State Leases regarding the monthly lease payments, annual CPI increases and annual property tax reimbursements.
- Maintains and coordinates Federal and State lease renewals.
- Coordinates service requests for maintenance on 17 buildings.
- Locate vendors and suppliers for all properties.
- Locates and coordinates with Realtors
- Transcribes data and format word docs/spreadsheets.
- Coordinates final bid forms for submittal on all new projects.
- Maintains pictures of all building locations for properties.
- Formats/Converts bids, spreadsheet, reports and submittals.
- Maintains payroll reports, quarterly.
- Coordinates and maintains current insurance coverages.
- Locates new procurements for new GSA developments.

Education and Affiliations

Northeast Louisiana University

PTA Secretary/Treasury

ASA Team Coordinator

Additional Experience

Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook, Microsoft Picture It, Microsoft Streets, Microsoft Photo Editor
Word Perfect, Quick Books, Business Works, Internet Banking, T. Value, Adobe, Real Player, Win Zip, Windows Media Player, Internet Explorer
Olympus Transcription