

TERESA SORG

ADMINISTRATIVE ASSISTANT



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tsorg@rcre.com

PROFESSIONAL EXPERIENCE

Equity Development Group, LLC and RESOURCE Commercial Real Estate, LLC

Administrative Assistant, May 2008 to Present

- Research and create marketing materials
- Review and maintain accounting records
- Back up support for administrative functions

Premier Properties USA, LLC.

Lease Administrator/ Property Management, January 2006 to April 2008

- Assisted Property Manager in budget review/maintenance issues/resolving tenant complaints
- Reviewed bids from vendors
- Assisted in Receivables/Collections

Simon Property Group, LP

Senior Lease Analyst, June 1998 to December 2005

- Reviewed and interpreted Tenant leases with dispute resolution
- Preparation of Tenant's annual reconciliations

Schuyler Professional Corporation, LLC

Legal Assistant/ Accountant, September 1992 to May 1998

EDUCATION

Masters of Business Administration in Management, Indiana University – South Bend, Indiana

Bachelor of Arts, Saint Mary's College – Notre Dame, Indiana

COMMUNITY ACTIVITIES

St. Louis de Montfort Catholic Church

- Parishioner
- Outreach Program (Food Pantry)
- Faith Formation (Religious Education)