

# ***ANGELA WRAY***

## **PROFESSIONAL HISTORY**

**VERITAS REALTY, LLC** Indianapolis, IN, 2000 to present. **Lease Accountant and Property Manager.** Directly responsible for compiling all monthly financial information. Duties include reconciling all bank statements, reviewing and distributing monthly financial statements and writing reports to each outside owner detailing the monthly activity for each respective property. Angela is also directly responsible for the collection of all past due rents owed by tenants and property management services for several retail centers including construction related issues. Angela coordinates facilitation of maintenance, contractors, vendor, and tenant issues.

**VEI / IMM**, Bloomington, IN, 1999 to 2000. Administrative Assistant for the Bloomington Hospital doctors' offices. Duties included physicians' payroll, ordering office supplies, coding invoices, posting medical payments, bank deposits. Arranged Office Manager meetings and general administrative duties.

**NAI Olympia Partners**, Indianapolis, IN 1998 to 1999. Receptionist/Administrative Assistant. Responsible for answering multi-line phones and all general administrative duties.

## **EDUCATION**

Ivy Tech, 2000  
Spencerian College, 1998  
University of Louisville, 1994