

MICHELLE LITTLE

PROFESSIONAL HISTORY

VERITAS REALTY, Indianapolis, IN, 2000 to present. **Senior Accountant and Property Manager of the company.** Directly responsible for compiling all monthly financial information. Duties include reconciling all bank statements, review and print monthly financial statements and writing reports to each outside owner detailing the monthly activity for each respective property. Directly responsible for the collection of all past due rents owed by tenants. Directly responsible for management services for large retail centers. Responsible for facilitation of maintenance, contractors, vendor, and tenant issues. Management portfolio consists of approximately forty properties with several different ownership entities. Oversee all construction related projects.

SIMON PROPERTY GROUP, Indianapolis, IN, 1997 to 2000. Staff Accountant of the company. Responsible for compiling all monthly financial information and annual budgets for small neighborhood retail centers. Duties include monthly journal entries, reviewing and explaining line item variations to officers of the company on a monthly basis. Annual budget and forecasting preparation. Portfolio consisted of five properties totaling 150,000 square feet.

JENN-AIR, Indianapolis, IN 1990 to 1997. Staff Accountant of the company. Directly responsible for preparing both annual and five year budget projections. Prepared monthly reports, charts and graphs to explain budget variations between the actual and budgeted numbers. Assisted in credit approval for customers as well as collection on customer past due accounts.

EDUCATION

Indiana University, Bachelors Degree in Accounting, 1997