

JASMINE CARTER

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📍 Tampa, FL

🌐 linkedin.com/in/jasminecarter

SKILLS

- Microsoft Excel
- Microsoft Word
- Outlook
- Microsoft Office
- Multi-Line Phones
- Data Entry
- Filing
- Customer Service
- Attention to Detail
- Organizational Skills

CERTIFICATES

Microsoft Office Specialist: Excel Associate

Microsoft • 02/2025

SUMMARY

Office assistant with 2 years of office and front desk experience, now supporting a 9-person property management office in Tampa. Handles multi-line phones, data entry and filing, and keeps tenant records current in Microsoft Excel and Microsoft Word. Holds a Microsoft Office Specialist certification and brings steady attention to detail.

EXPERIENCE

Office Assistant

Gulf Coast Property Group • Tampa, FL

08/2025 - Present

Property management company with 420 rental units across 6 communities.

- Handle **60+** calls a day on multi-line phones, routing tenant, vendor and maintenance requests to the right staff.
- Process rent payments and lease paperwork for 420 units, checking each day's data entry against the property system.
- Manage the shared Outlook calendar for 3 property managers, booking about 25 showings and vendor visits a week.
- Track office supply orders and filing logs in Microsoft Excel, keeping supply spending under \$400 a month.

Front Desk Associate

Westshore Fitness Club • Tampa, FL

09/2024 - 07/2025

Part-time front desk role at a 2,000-member gym.

- Checked in 300+ members per shift and resolved billing questions with patient customer service.
- Entered 40 new memberships a month and payment updates into the club database.
- Organized signed waivers and contracts in labeled binders so managers could find any file in minutes.

EDUCATION

High School Diploma

H.B. Plant High School • Tampa, FL • 05/2024