

Erik Bjorn

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EDUCATION

University of California, Berkeley, May 1998, BA Economics

Lowell High School, San Francisco, Class of 1993

COMPUTER SKILLS

Windows XP/Vista & 2003 Server, Office Suite 2000-2007 (Word, Excel, Access, PowerPoint & Outlook), VBA, Adobe Acrobat 8 and Remanage.

EMPLOYMENT EXPERIENCE

Round Hill Pacific, Resident Services, San Francisco (9/07 – Present)

As the Administrative Analyst, provide technical support for leasing operations in four regional offices. Process rental applications, show apartments, sign leases, respond to maintenance requests, serve notices, conduct inspections, complete move out accounting, and manage collections. Expanding on the tools I developed as the IT Specialist, created an automated lease and application module in Microsoft Access to eliminate document errors.

Round Hill Pacific, Office of the CFO, San Francisco (10/03 – 06/05)

As the IT Specialist, coordinated the migration of accounting data from a FoxPro database to Remanage. Created a front-end Access database used to automate form letters and generate periodic accounting spreadsheets. Developed multi-user Access databases used to monitor credit card transactions and utility bills that provide expense reports to management.

State of CA Department of Industrial Relations, Labor Statistics & Research, (8/98 – 1/03)

As Research Analyst II, analyzed and interpreted contract provisions used to determine prevailing wages for public works projects. Spoke at conferences to explain complex issues of the program. Designed Access databases used to analyze and graph survey data. Created an interactive web site and CD-ROM for constituents to access Consumer Price Index and prevailing wage information (<http://www.dir.ca.gov/DLSR>). Other duties included training fellow analysts and coordinating the employee recruitment process.

HONORS AND ACTIVITIES

DRE California Real Estate Broker License, (#0144267), valid 9/12/13

CAA California Certified Residential Manager (CCRM), Superior Achievement, valid 1/21/11

IREM Accredited Residential Manager (ARM), in progress.

San Francisco Republican Party, Vice Chairman of Information Technology (2000-2003)

Omicron Delta Epsilon, International Honor Society in Economics

Biking enthusiast