

NITA M. EDGAR

* Cell (970) 417-9772 *www.nita1.com * nita@montrose.net

EDUCATIONAL BACKGROUND:

Delta-Montrose Technical College, Delta, CO: August 2006-January 2007
Colorado Real Estate Broker Associate- Certificate of Completion

Pepperdine University, Malibu/Culver City, CA: 1994-1995
Pursuit of a Masters in Business Administration: completion postponed indefinitely.

California State Polytechnic University, Pomona, CA: 1982-1987
Awarded the Bachelor of Science degree in Business Administration-Accounting

EMPLOYMENT EXPERIENCE:

Prudential Kienholz Group Real Estate, Montrose CO: May 2007 – Current

Broker & Financial Coordinator-Closing file coordination: Processing into Lucero back-office software: EMD, closing information, commission check processing, ACH processing. Quick-Books accounts payables for operating, sales trust, and ACH bank accounts, weekly in-house payroll, weekly withholding tax deposits, monthly and annual payroll tax returns. Monthly Financial Reports. Weekly, monthly, and quarterly sales award reports. 1099 and W-2/W-3 reasonableness review.

Alexander Orthodontics PC, Montrose CO: May 2004 – May 2007

Financial Coordinator-A/R Collections, Quick-Books accounts payables for operating and LLC accounts, bi-weekly payroll and monthly Financial Reports. Accounting of the doctors' personal checking and credit card accounts. Annual 1099 preparation and W-2/W-3 reasonableness review.

Alpine Health Care, Montrose, CO: May 1997 – December 2006

Relocation and establishment of new Chiropractic/Acupuncture clinic. Office Manager/Financial Officer. Additional duties included advertising design and implementation as well as promotional events coordination, patient follow-up calls and correspondence, calculation and preparation of monthly city sales tax returns and annual state sales tax returns, supervise support staff including full-time office assistant/receptionist.

Hamrick & Associates, Accounting Firm, Delta, CO: December 2004 – May 2005

Staff accountant position providing bookkeeping, accounting, and tax preparation services, as well as preparation of full financial statements, general ledger, bank reconciliation's, monthly, quarterly and annual payroll filing forms and handling of worker's comp audits. Additional duties: summarizing information provide by clients relevant for use in preparing business tax returns for sole proprietors, partnerships, and both S & C corporations. Part-time: 22 hours weekly.

Pepperdine University, Malibu, CA: March 1993 - May 1997

Position of Real Estate Operations Coordinator included: In-house escrow services, and notary services of real estate documents such as notes, deeds of trust, reconveyances, etc related to commercial, industrial, single family and multi-family residential and unimproved properties; investigate and assist in analyzing loan qualifying information for prospective buyers/borrowers; property management and monitor pricing of 100+ faculty/staff properties; monitor/process receipts on notes receivable and payments of property taxes; provided comparable market analysis, prepared value estimates and appraisals and IRS forms 8283 and 8282; assist in marketing real estate, supervision of 3-4 intern student workers and 1 full-time administrative assistant.

Pepperdine University, Malibu, CA: October 1988 - March 1993

Financial Aid Accountant included: Maintenance and monitoring of Federal, State, and Pepperdine Financial Aid actual and budget records in accordance with all applicable regulations and guidelines; monthly reconciliation of University payroll bank account; reconciliation and reporting of London operations for multiple schools; preparation of annual Fiduciary Trust Financial Statements; tax and financial aid research; ongoing supervision of support staff on Financial Aid projects.

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OTHER LICENSES: Colorado Public Notary

TECHNICAL SKILLS:

Windows & Vista Operating Systems - Word processors including Microsoft Word and Works; ten-key by touch; Internet use; spreadsheets including Excel, Lotus 123, and Super-Calc; Access; Lucero Real Estate; Dataquik on-line Real Estate service, Microsoft Money, QuickBooks, Quicken, and A-plus amortization program.

INTERESTS AND ACTIVITIES:

Activities include: Cottonwood School PAC Executive Committee Treasurer & Fundraising Co-Chair, Reading, Music, Travel, Scrap-booking, Gardening, Golfing, Snow Skiing

EMPLOYMENT REFERENCES:

Cameron Nevins, Developer (970) 497-9945

Dr. Chuck Alexander, DDS, MSD (970) 249-0444
1801 East Pavilion Place
Montrose, CO 81401
cdalexortho@montrose.net

Mike E. O'Neal President, Oklahoma Christian University (405) 425-5100
P.O. Box 11000
Oklahoma City, OK 73136-1100
mike.oneal@oc.edu

Former Vice Chancellor Pepperdine University, Malibu, CA

Dennis Torres Senior Real Estate Officer Pepperdine University Malibu, CA (517) 506-4109
Real Estate Operations TAC-1
24255 Pacific Coast Highway. Malibu, CA 90263-4109
dennis.torres@pepperdine.edu

LOCAL PERSONAL REFERENCES:

Dr. Mindy Miller, MD 240-8850 home

Mr. Greg Bollig 249-1250 home 249-9336 Farmers Insurance

Ms. Diane McKinney 240-0202 home 240-7256 Montrose Memorial Accounting

Mr. Tim Heavers 249-8489 home 323-5444 x14 Montrose Housing Authority

Mr. & Mrs. Norman & Sheree Fredee 249-5865 home (713) 898-1996 cell
Norman Fredee Chevrolet-Houston, TX
SheShe Boutique & Gallery, Montrose, CO