

BARBARA FULTON
3013 Beale Ave, Suite B-106
Altoona, PA 16601
814-949-8280

EMPLOYMENT

Blair Companies

Altoona, PA

Real Estate Manager, 1998 - present

Responsibilities include: leasing, managing and marketing many of the real estate properties owned and/or managed by Blair Companies. Properties include malls, strip centers, office complexes, medical complexes, residential apartments and warehouses in central Pennsylvania. Assist with special events for Blair Companies. Responsible for all marketing and advertising Blair Companies Real Estate. Oversee all maintenance, renovations, bids reviews and project scheduling.

Re/Max Results Realty Group

Altoona, PA

Receptionist/ Office Manager, 1996 - 1998

Handled the preparation of Real Estate contract for MLS system scheduling property appointment. Ordering and tracking inventory of all office supplies and real estate forms for 9 agents. Account Advertizing and designing property ads for publications.

Central Bank

Altoona, PA

Customer Service Representative, 1993 - 1994

Opened bank accounts, handled certificates of deposit and loan documentation, performed teller duties.

Fishers Big Wheel

Carrolltown, PA

Customer Service Representative /Office Manager, 1982 - 1993

Handled the preparation of financial statements, general ledger activities, cash flow, payroll, payroll tax reports, recording and writing checks, also supervised front line customer service clerks. Provided reviews of accounting information flow of transactions to corporate office. Performed internal control reviews and audits with recommended action plans.

United Mine Workers Federal Credit Union

Ebensburg, PA

Customer Service Representative, 1981 - 1982

Opened bank accounts, handled certificates of deposit and loan documentation, performed teller duties.

EDUCATION

Penn State University, Associates, Business Administration, 2012
Continuing Education, Coursework in areas of Finance, Real Estate Law, and Taxes
Real Estate License Agent, APR, SRC 1997
Altoona School of Commerce, 1993

DIRECTORSHIPS AND ACTIVITIES

Frankstown PTO – Treasurer
Altoona- Johnstown Cursillo – Treasurer
Hollidaysburg Area Womens Club – Financial Committee
Central Pennsylvania Landlord Association – Vice President
Hollidaysburg Area Youth Football Associates - Director
St. Johns Religious Teacher