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**Profile**

Sonja

First Name

Jokela

Last Name

Middle  
Initial

sonja.jokela@gmail.com

Email Address

1406 Hamlet Ave APT 5

Home Address

Suite or Apt

Clearwater

City

FL

State

33756

Postal Code

Home: (847) 651-5127

Primary Phone

Alternate Phone

**Length of Residency - please select one. \*** 1 to 5 years**Do you own or represent a business in Clearwater?** Yes  No**If yes, where is the business located? Do you conduct business with the City?****Which Boards would you like to apply for?**

Environmental Advisory Board: Submitted

Cushman &amp; Wakefield

Employer

Lease Analyst

Job Title

**Occupation - If retired, enter former occupation.**

NA

**Have you served or do you serve on a board in Clearwater?** Yes  No**If yes, please list the name of the board.****Why do you wish to serve on this board/committee? If seeking reappointment, state why you should be reappointed.**

My grandpa Jack Donlan was mayor of Clearwater and President of the Bellair Country Club I'd like to follow his community involvement.

## What personal qualifications can you bring to this board or committee?

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A part of save the Boundary Waters Campaign in Ely, MN.

## List Community Activities

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McMullen Tennis Group, First Christian Church, Weekends part-time valet on Clearwater Beach

[Resume\\_2023.12.pdf](#)

Upload a Resume

Question applies to multiple boards

[IMG\\_20240405\\_0001.pdf](#)

Please attach a copy of one of the following documents: 1) valid current Florida Driver License issued to an address within city limits, or 2) Declaration of Domicile filed with the city clerk affirming residency within city limits.

Question applies to multiple boards

## Are you related to any member of the City Council?

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Yes  No

Question applies to multiple boards

## If yes, please provide name and explain relation.

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NA

Question applies to multiple boards

## Are you related to a city employee?

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Yes  No

Question applies to multiple boards

## If yes, please provide name and explain relation.

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NA

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## Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts. (Optional)

### Ethnicity

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Caucasian/Non-Hispanic

### Gender

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Female

03/27/1992

Date of Birth

**The City of Clearwater strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:**

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NA

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**By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I understand and agree to the responsibilities and commitment of time associated with an appointment to a Clearwater advisory board or committee.**

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I Agree

All material submitted to the City of Clearwater is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

# Sonja Jokela

sonja.jokela@gmail.com

www.linkedin.com/in/sonjajokela

(847) 651-5127

## **Professional Experience:**

### **Cushman & Wakefield**

Lease Administrator (Hybrid) Temple Terrace, FL 08/2022-Present

- Provided team members with role-based insight to facilitate vendors needs efficiently and timely.
- Communicated with vendors through preferred method of delivery either mail, email, or phone.
- Created an organized system in Gmail to facilitate the prioritization of tasks that need completion.
- Analyzed vendors information in MRI Tririga, PeopleSoft, ERP, SAP, and Excel spreadsheets.
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### **Micro Center**

Customer Service Representative Minneapolis, MN 11/2021 - 07/2022

- Collaborated with department experts to provide customers with detailed product suggestions.
- Developed extensive knowledge on items to BYO-PC, laptops, Raspberry Pi, and accessories.
- Explained the complexities of software/hardware malfunction to apply an extended warranty.
- Enhanced customers' experience by updating their account to assist in tracking purchase history.

### **JLL**

Assistant Property Manager Minneapolis, MN 02/2022-06/2022

- Completed weekly check runs including uploaded and coded invoices split between six buildings.
- Connected with over 15 on-site tenants to update comprehensive records & audit access cards.
- Established a foundation for insurance compliance from 0% to 30% with tenants and vendors.
- Created an Instagram account with weekly post of new owner's multi- million renovation project.

### **CBRE**

Associate Real Estate Accountant (Hybrid) Minneapolis, MN 11/2021- 01/2022

- Participated with PMs to set year end budget with regular resolves for three complex properties.
- Completed daily reporting activities, weekly check runs, & monthly accrual workbooks.
- Assigned journal entries with reclass & accrual in compliance with the general ledger balance.
- Utilized portals for bill payments by bank wire transfers in with available bank balances.

### **Master & Dynamic**

Associate Accounting & Operations (Remote) New York, NY 05/2021-08/2021

- Utilized NetSuite to process sales orders, return entries, credit memos, invoices, & payment.
- Reconciled collections from AR Aging Report for payments terms, & receipt irregularities.
- Provided daily to customer order fulfillment request discrepancies through Amazon 1P & 3P.

## **Education:**

College of Lake County Vernon Hills, IL Spring 2021  
BUS 213-800 Principles of Professional Selling

Trinity International University Bannockburn, IL Graduated 2019  
Bachelor of Arts, Accounting

College of Lake County Vernon Hills, IL Graduated 2016  
Associate of Arts, Business

## **Accomplishment:**

“According to Option # 4 of the 150 hour requirement, I am pleased to report that you meet the educational requirements that were effective January 1, 2019 to become a CPA in Illinois.” – Russ Friedewald, Executive Director IBOE