


Jessey Salazar

Los Angeles, CA

 (626) 230 - 4422

 Jesseysalazar@gmail.com

 [GitHub Portfolio](#)

 [LinkedIn/J-Sal](#)

EDUCATION

Bachelor's in Business
Management | May 2022
Cal State University of Long
Beach, Long Beach CA

Associates in Business
Administration | May 2020
Long Beach City College, Long
Beach CA

Front End Web Developer |
September 2024 - Present
Long Beach City College, Long
Beach CA

COMPETENCIES

Technical Skills |
Proficient in AppFolio, Yardi,
Microsoft Suites, and Google
Workspace
Bi-lingual – English & Spanish

Programming |
HTML5, CSS3, JavaScript, Version
Control, Email Development,
GitHub

Certifications & Project
Management |
Fair Housing Law, PMEC
certified. Strong in prioritization,
problem-solving, and
organizational planning, Front
End Developer

Client Relations &
Administrative Excellence
Relationship/Customer
management. Reporting, metrics
analysis, delegation, time

CERTIFICATIONS

Project Management
Essentials | April 2022
Management & Strategy
Institute
Long Beach, CA

Lean Six Sigma White Belt
Certification | January 2022
Management & Strategy
Institute
Long Beach, CA

EXPERIENCE

Property Manager

Westside Habitats, West Los Angeles, CA
April 2022 - PRESENT

- Oversee a portfolio of 250+ residential units and one commercial property, ensuring 95%+ occupancy rate and timely rent collection.
- Administrative support to the Regional Supervisor, showcasing proficiency in Fair Housing, OSHA, eviction procedures, notice posting, and AppFolio and Yardi PM Software utilization
- Manage property inspections, maintenance coordination, and tenant relations, resolving issues efficiently and maintaining high tenant satisfaction.
- Prepare monthly financial reports: delinquencies and operational expenses, leading to a 10% reduction in overdue payments
- Direct lease drafting, tenant onboarding, move-in/outs, maintenance coordination, and vacancy management
- Cultivate tenant relations, facilitated communications, and lent support to tenant negotiations
- Demonstrate efficient vendor schedule management and conflict resolution skills while nurturing positive relationships with stakeholders
- Cultivate strong vendor relationships, negotiating contracts and scheduling services, which improved cost-efficiency by 15%.

Regional Assistant

Westside Habitats, West Los Angeles, CA
June 2021 - April 2022

- Assisted the Regional Supervisor in overseeing 8 property managers across 25 communities and 800+ units, ensuring smooth operational functions.
- Facilitated cross-functional meetings ensuring efficient property management and tenant-related issues, and skillfully managed work schedules and mediated conflicts
- Evaluated prospective clients, composed notices and memos, and chaired team meetings
- Monitored financial tasks, lease processes, and vacancy administration
- Revamped internal tracking systems, improving workflow and increasing team productivity
- Developed and maintained a robust tenant screening process, decreasing late payments by 18%

Executive Administrative Assistant

Nike, Santa Monica, CA
June 2016 - June 2021

- Supported administrative tasks for a \$17 million store: scheduling, financial reporting, and inventory management.
- Mentored and trained two junior assistants during a period of significant team growth.
- Managed corporate expenses, provided detailed monthly reports to senior management, contributing to a reduction in expenditures.
- Coordinated with external clients regarding requests and contracts.
- Organized and archived documents for a team of over 120 members, streamlining access to critical information

Sales Supervisor

Michael Kors, Ontario, CA
October 2014 - June 2016

- Supervised a team of 10+ sales associates, driving sales to exceed targets by 6%.
- Fostered strong customer relationships, addressing inquiries and resolving complaints to ensure a premier shopping experience.
- Managed inventory and visual merchandising to optimize the sales floor, ensuring promotions and markdowns were accurately represented.
- Guided team members by tracking MTD/YTD results to review achievements and opportunities
- Prepared and present sales forecasts and performance reports to senior management
- Tracked and analyzed sales data, identifying trends for product and floor layout adjustments