





# Jessey Salazar

(626) 230-4422  
Los Angeles, CA

 Portfolio  
 LinkedIn/J-Sal  
 GitHub  
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## 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 diverse portfolio of eight residential and one commercial property (250+ units), maintaining a 95%+ occupancy rate and timely rent collection
- Provide administrative support to the Regional Supervisor, ensuring compliance with Fair Housing laws, OSHA regulations, and eviction procedures
- Manage property inspections, maintenance coordination, tenant relations, and vacancy accuracy
- Optimize lease drafting, tenant onboarding, and move-in/move-out processes
- Reduce overdue payments by 10% through delinquency tracking and expense management
- Improve service efficiency and reduce costs by 15% through strategic vendor negotiations
- Implemented a tenant feedback system that improved retention rates and tenant satisfaction

### Regional Assistant

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

- Assisted in managing 8 property managers across 25 communities and 800+ units.
- Facilitated cross-functional meetings ensuring efficient property management
- Coordinated tenant-related issues, 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 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 assistants during a period of team growth
- Managed corporate expenses, provided monthly reports to senior management
- Coordinated with external clients regarding requests and contracts.
- Organized and archived documents for a team of over 120 members

### 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