

Assistant Property Manager Assistant Property Manager Festus, MO Authorized to work in the US for any employer Work Experience Assistant Property Manager Heritage Estates Apartments - St. Louis, MO July 2017 to Present Responsible for management of property, resolving issues and complaints, and maintaining high resident satisfaction Responsible for all money transactions and maintenance of financial records Supervised a team of Leasing Professionals Professionally answered phone calls and responded to emails Managed payroll IT Project Manager Epic Systems - Madison, WI July 2016 to June 2017 Organized software implementations at large East coast-based medical centers Managed multiple analysts to ensure adherence to work plans, schedules and budgets Scheduled and directed training for end users Triaged software issues and provided side-by-side support to end users Bilingual Substitute Teacher CUSD 303 and 131 December 2015 to June 2016 Prepared and delivered instructional activities Instructed students utilizing positive and constructive feedback Education Bachelor's in Communications Studies & Spanish Language St. Mary's College of Notre Dame - Notre Dame, IN August 2011 to June 2015

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