

Casee Toms

Dependable business leader with expertise in financials, forecasting, marketing, training, sales and customer service.

Saint Hedwig, TX 78152

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Detail oriented and punctually precise, I engage in excellent employee and customer relations, interpersonal leadership, collections, budget preparation and utilization, human resources, sales, marketing, training, financials (including accounts payables and receivables), auditing, event planning, positive 3rd party relationships and bid generating, business acumen, IT, and much, much more. I am excited to learn of new lasting opportunities that will embrace my Knowledge, skills and abilities allowing my successes and positive outcomes to benefit your company culture and dynamics.

Willing to relocate to: San Antonio, TX - Seguin, TX - Converse, TX

Authorized to work in the US for any employer

Work Experience

Project Manager/Business Analyst

Apache Rock - Saint Hedwig, TX

July 2014 to Present

As an established Business producer and planner, I have successfully turned an agricultural profit producing ranch into a self sufficient one by utilizing the natural resources the earth provides mixed with smart technology.

Teacher

Live Loud Academy - San Antonio, TX

March 2016 to May 2017

various educational materials using the A Beka Books. Build students lives through performing arts. I accomplish this by focusing on leadership, inspiration, vision, education and security. I also process monthly tuitions and collections. Follow licensing, health and safety regulations. This company is also a 501 C 3 nonprofit organization, allowing me education on Tax Exempt knowledge.

Community Manager

U.S. Residential Group - San Antonio, TX

September 2012 to May 2014

Enveloped a strong business acumen focusing on team development and training, marketing, resident retention, social media advertisement and exceptional proven ability to exceed occupancy goals and financial expectations. Overseen an extensive exterior renovation. Established excellent relationships with fellow employees, vendors and neighborhood businesses.

Regional Marketing Director, Community Manager

Diamond Management - San Antonio, TX

July 2006 to May 2012

Developed and maintained all marketing strategies for 5 communities. Successfully brought a multi-million dollar community from 83% to a stable 92% physical occupancy with a major increase in effective rental income. Responsible for accounts receivables and payables. Skillful at seeking solutions to maintain budget expectations. Compiled information for annual budgeting. Accurately processed all managerial reports. Coordinate resident and marketing functions. Hired and trained many company staff members. Well established in creating and maintaining professional relationships with vendors. Scheduled, ordered and maintained all maintenance delegations. Experience in legal housing procedures, including eviction court.

Community Manager

CNC Investments - San Antonio, TX

March 2003 to June 2006

Maintained all accounts receivables and payables. Proficient in leasing, resident retention and marketing strategies. Accurately process all managerial profit and loss statements. Extensive experience in resolving resident issues. Developed and maintained all marketing strategies. Coordinate resident activities. Organize all aspects of the office and maintenance areas to ensure accountability and resource availability. Skillful at seeking solutions to maintain budget expectations. Successfully maintained with increased income a multi-million dollar asset.

Teaching Assistant- History/ Political science

Southern Illinois University - Carbondale, IL

December 1999 to December 2002

Assisted the doctor and museum director in teaching 2 courses each semester. These were Political Science 447 and History 460. I taught senior and graduate level students all functionalities in a museum from research, design and implementation of high scale exhibits to grant writing and fundraising. Instructed students on museum and archive rules and regulations. Held a security clearance position to access millions of priceless artifacts.

Intern of Parks Registrar- Bissell House, Jefferson Barracks and Faust Park

St. Louis Parks and Recreation - St. Louis, MO

December 2001 to February 2002

Clean, tag and inventory all sites collections. Perform educational programs and guide tours. Research historical documents and artifacts for outreach programs. Help design and implement new programs and exhibitions.

Education

M.P.A in Public Administration

Southern Illinois University - Carbondale, IL

May 2002

B.A. in Anthropology with a Minor in Museum Studies

Southern Illinois University - Carbondale, IL

May 1999

A.A. in Undeclared

Richland Community College - Decatur, IL

May 1997

Skills

Yardi, Realpage, Yieldstar, AMSI, netchex, lexisnexis, ADP, quickbooks, budget preparation and execution, variance reporting, superior customer service, leadership and training teammates allowing them to grow and be promoted, human resources, Multi family legalities including all Redbook and Fair Housing, section 8, Microsoft Office, sales with a 90% closing ratio. (10+ years), Public Speaking, marketing, accounting with payables and receivables , superior customer service , employees and vendor relations (10+ years), Expert with social marketing (10+ years), Due Diligence (8 years), Takeovers on 700+ units (5 years), Preparing and executing P &L reports (10+ years), Excellent vendor relations (10+ years), Key Holder, Onsite

Links

<https://www.linkedin.com/in/casee-toms-67793779>

Awards

SAAA Buddy Chairman

Introduced new members to property management companies, other vendors, and the SAAA board of directors.

American Red Cross, Clair Barton Society Member

April 2009

Managed a community where I had room to build a haunted house. I was able to do this for my residents, their friends and the community. Of course it was free, but 1000's of people visited and donated money for the American Red Cross. Each year our donations averaged 2k.

Certifications and Licenses

CAM

CPR

Texas drivers license

Present

Assessments

Data Entry — Expert

May 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: https://share.indeedassessments.com/share_to_profile/15bdb51855faf17a9ea1920f5de3a1c8eed53dc074545cb7

Organizational Skills — Proficient

September 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/d31b9b7d828e7e0e59faa2c6d768ce13eed53dc074545cb7

Project Manager — Proficient

October 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_to_profile/9c3917d31d288dd1572f6f78112c46f6eed53dc074545cb7

Problem Solving — Proficient

October 2019

Analyzing relevant information when solving problems.

Full results: https://share.indeedassessments.com/share_to_profile/339e53eff9b24c965859e36e8f21a2cbeed53dc074545cb7

Personality: Hard-Working — Proficient

October 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/e051de8c9b918fdc69e4847a680d6b33eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

Habitat for Humanity

Present

Help build homes for the Habitat for Humanity organization.

American Red Cross

Present

Provide volunteer services when needed. Fundraise to make them some money.

San Antonio Apartment Association

March 2005 to May 2014

Volunteered for many years in most of the Associations committees. This includes community relations, outreach, buddy, and any other programs or help they may need.

Additional Information

- More than 16 years experience in Multi-family housing Management

- Thoroughly familiar with city ordinance laws, tenant and landlord laws and municipal court procedures
- Extensive business background in Management, customer service and support, marketing, budget control, teambuilding, vendor relations and subcontractor supervision
- Plan, schedule and conduct projects and studies to analyze, evaluate and recommend ways to improve the effectiveness and efficiency of properties
- Advanced computer skills and demonstrate proficiency in streamlining administrative tasks through the application of technology
- Resourceful and innovative in problem solving; adapt quickly to a challenge. Strong prioritization, delegation and planning skills
- Advanced knowledge, skills and abilities in Human Resources, payroll and business management
- Exercise my skills to the fullest with creative and innovative marketing strategies by utilizing my expertise and education rewarded throughout the years