



## Profile

As a recent coding bootcamp grad I am excited to take on a new challenge, work with a new team and continue to strengthen my newly honed skills!

## Experience

### **ASSISTANT PORTFOLIO MANAGER, BRISTOL URBAN APARTMENTS, PORTLAND, OR - AUG-21-PRESENT**

- Process application paperwork and screening for potential new tenants
- Coordinate manager training for property management software such as AppFolio and Tenant Tech
- Assist tenants with questions about their leases, rent and moving in or out of the unit and their online portal.

### **ONSITE PART-TIME PROPERTY MANAGER, BRISTOL URBAN APARTMENTS, PORTLAND, OR - MAR '21- JUL'22**

- Coordinate maintenance and maintenance requests for a 30 unit vintage apartment building
- Prepare units for tenant move-ins including, cleaning, paint, renovations and leasing
- Help tenants with any needs that arise while living in the apartment complex

### **OWNER RELATIONS COORDINATOR, MAINLANDER PROPERTY MANAGEMENT, LAKE OSWEGO, OR - OCT'20-SEPT '21**

- Managed a portfolio of 250 single family homes throughout the Portland Metro Area
- Handled all maintenance decisions from emergencies to preventative maintenance
- Worked heavily in AppFolio property management software to generate reports and keep track of each unit.

### **SALES ASSOCIATE, THE KNITTING BEE, PORTLAND, OR - OCT '19 - MAR '20**

- Greet customers and assist with shopping experience and project planning
- Help customers with project mistakes and skill development
- Create weekly newsletters, Instagram posts and keep website inventory and information up to date

### **COLLECTIVE IMPACT COORDINATOR, UNITED WAY OF SOUTHWEST COLORADO, CORTEZ, CO – NOV '17 – NOV '19**

- Coordinated Collective Impact initiative for over 40 nonprofit, government and private organizations
- Created and guided implementation of initiative processes and priorities
- Planned and facilitated meetings and action planning for eight action teams focused on making systemic change related to youth success from cradle to career

### **MARKETING AND SOCIAL MEDIA COORDINATOR, DOLORES PUBLIC LIBRARY, DOLORES, CO – NOV' 17 - NOV '18**

- Developed marketing strategies and supporting materials for the library and library events
- Provided exceptional service while serving library patrons at circulation/reference desk
- Created social media accounts and managed postings to increase visitation and awareness

### **YOUTH MENTORING CASE MANAGER, PINON PROJECT, CORTEZ, CO – OCT '15 – NOV '17**

- Facilitated one-to-one mentoring matches for at-risk youth
- Coordinated and executed a variety of impactful, youth-friendly activities and events
- Engaged community partners to promote programming and recruit new members

## Education

Lynchburg College, Lynchburg, VA – B.S. in Biology, '15

## Additional Experience

- Southwest Open School, Board Treasurer, 2018-2019
  - Board Member, 2015 - 2018
- School Community Youth Collaborative, Board President, 2017- 2019
  - Board Member, 2015 - 2017

References Available Upon Request