

Melissa Daskalantonakis
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EDUCATION

B.A., Economics

May 2014

The University of Texas at Austin
Business Foundations Certificate: UT McCombs School of Business

Full Stack Web Development Course

March-Sept 2020

The University of Texas at Austin Coding Boot Camp

SKILLS & CERTIFICATIONS

- Real Estate License
- Full Stack Web Development Certificate
- HTML, CSS, Javascript, jQuery, Restful APIs, Express, Node.js, MySQL, Git, Heroku, MongoDB, Mongoose, GraphQL, React, Redux
- [View my React Portfolio](#) and [GitHub](#)
- Great organizational skills and attention to detail

EXPERIENCE

HPI Real Estate Management

Assistant Property Manager

Oct 2016-Present

- Tenant Communication - Receives and takes action on all complaints and service requests from tenants via work order system.
- Completes inspections of properties and initiates action to correct janitorial and maintenance deficiencies noted during these inspections.
- Prepare monthly financial reporting package for third party owner in a timely manner. Includes Cash Analysis, Capital Schedule, Variance Report, Executive Summary, Aging Report etc.
- Prepare annual operating budget and reforecast in Yardi.
- Reviews accounts receivable report and assist in collecting overdue payments from tenants.
- Ensure tenant insurance is compliant with the lease and valid on file at all times.
- Enforces building operating regulations, including use of parking and other common areas.
- Engages in day-to-day contact and management of vendors.
- Review all vendor invoices for accuracy and in compliance with the vendor contract and accounting procedures. Ensure new vendor forms and appropriate insurance on file for all vendors.

Omninet Property Management

Assistant Property Manager

Feb 2014-Oct 2016

- Maintain great relationship with tenants and respond to their requests
- Complete monthly report that displays performance and explains variances (includes Scheduler, Budget Comparison, Executive Summary, Variance, Property Inspection, and Aging Reports)
- Coordinate tenant move ins/outs with leasing team and complete walk-through with tenant
- Assist with annual budget by requesting bids and scope of work from considerable vendors
- Provide daily assistance to Property Manager which include answering phones, responding to incoming work orders, tenant bill backs, expense reports, assign building access cards, ensure all COI and W9's are current, obtain bids from vendors as needed, approve account payables in Yardi

CWS Corporate Housing

Accounting Intern

Oct 2013-Feb 2014

- Budget management using Excel
- Verify checks are matched and mailed to tenants
- Contact tenants if we do not receive rent or security deposits
- Ensure documentation of vendor payments