

Mechele Jacobsen

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Authorized to work in the US for any employer

Work Experience

Property Manager

Greystone/Plum Creek - Amarillo, TX

2019 to 2020

- * Strong knowledge of TDHCA, HUD
- * Oversee and manage day to day internal operations of Assistant Manager, Leasing Agent as well as maintenance dispatch
- * Ensure office compliance with company's policies and procedures
- * Manage profit/loss, budgeting and forecasting
- * Use multiple databases
- * Accounts payable
- * Empower customer relationships and ensure profitable performance of business operations.
- * Coordinate with owners in integrating business processes throughout the organization.
- * Examine financial data/statements and use them to improve profitability
- * Analyze competition, demographic & economic market data
- * Ensure Maximum Occupancy of a 184 unit complex
- * Inspect property on a daily basis to ensure all aspects of the property & curb appeal meet company standards. Render the community curb appeal in a condition that is enticing to client traffic & exceeds the neighborhood market.
- * Operate within budget parameters. Inspect apartment upon move-outs, determine charges (if any) to resident. Initiate & control administrative expenses, office supplies, legal fees, etc. Ensure compliance with company accounting procedures. Oversee petty cash expenditures & reporting. Prepare & submit the proper reports as requested.

Business Community Manager

Seldin Co - Dumas, TX

2017 to 2019

- * Strong knowledge of TDHCA, HUD
- * Oversee and manage day to day internal operations and employees in the maintenance dispatch department.
- * Ensure office compliance with company's policies and procedures
- * Manage profit/loss, budgeting and forecasting
- * Use multiple databases such as Resman, Nexus, Paylease
- * Accounts payable
- * Empower customer relationships and ensure profitable performance of business operations.
- * Coordinate with owners in integrating business processes throughout the organization.
- * Examine financial data/statements and use them to improve profitability

- * Develop budgets.
- * Analyze competition, demographic & economic market data
- * Writing blog posts, articles, newsletters, communications materials, and material for social media channels
- * Ensure Maximum Occupancy of a 64 unit complex
- * Inspect property on a daily basis to ensure all aspects of the property & curb appeal meet company standards. Render the community curb appeal in a condition that is enticing to client traffic & exceeds the neighborhood market.
- * Operate within budget parameters. Inspect apartment upon move-outs, determine charges (if any) to resident. Initiate & control administrative expenses, office supplies, legal fees, etc. Ensure compliance with company accounting procedures. Maintain the community in a clean & attractive condition while keeping within budget guidelines. Oversee petty cash expenditures & reporting. Prepare & submit the proper reports as requested.

Business Operations Manager

FIMC Realty - Amarillo, TX

2017 to 2017

- *Oversee daily office operations
- *Oversee and manage day to day internal operations and employees in the maintenance dispatch department.
- *Ensure office compliance with company's policies and procedures
- *Manage profit/loss, budgeting and forecasting
- *Interact with customers and other clients to act as the liaison
- *Use multiple databases and run reports
- *Accounts Payable
- *Improve the working conditions and business processes of the organization.
- *Empower customer relationships and ensure profitable performance of business operations.
- *Develop inventories and budgets.
- *Allocation of checks for company expenditure
- *Coordinate with owner in integrating business processes throughout the organization.
- *Examine financial data/statements and use them to improve profitability
- *Oversee inventory, order new equipment, and schedule repairs for all properties
- *Analyze competition, demographic & economic market data
- *Review & verify compliances of all rental lease agreements
- * Implement and oversee quarterly auctions and necessary eviction processes
- *Supervision and budget management of a 7,385 sq. ft. office building, 14 unit apartment complex, and a 300+ units self -storage facility

Property Manager

SecurCare Self Storage - Amarillo, TX

2014 to 2017

- *Managing Operations with a local facility revenue of more than \$332,000 for 2016
- *Consistently meeting and/or exceeding revenue and sales goals preserving a 94% or better occupancy rating
- *Managing and training a property team of 2 or more
- *Decipher P&L reports within an Operations Dashboard
- *Occupancy Management liaising with customers, potential tenants and corporate
- *Carrying out quarterly audits of property

- *Overseeing quarterly foreclosures of units
- *Meetings with associations
- *Ensuring that all site operations are in accordance with established company policies and procedures
- *Appointing contractors and vendors
- *Monitoring and enforcing the terms of rental agreements
- *Telephone calls and other forms of correspondence to arrange for collection of rent
- *Format and coordinate administrative documents in company specified formats in accordance with established business practices

Skills

- Property Management
- Accounts Payable
- Microsoft Word
- Marketing
- Customer Service
- Management
- Microsoft Excel
- Office Management
- ONEsite

Assessments

Supervisory Skills: Motivating & Assessing Employees — Expert

March 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_to_profile/75b104d5fc153f73d12161d8ab6b2496eed53dc074545cb7

Management & Leadership Skills: Impact & Influence — Completed

June 2019

Adapting leadership style to accomplish goals using rational or emotional appeal.

Full results: https://share.indeedassessments.com/share_to_profile/208c12111835376f11b97375b444bf26eed53dc074545cb7

Attention to Detail — Proficient

June 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/79b4ebd0da4393e600507d45ec32f903eed53dc074545cb7

Spreadsheets with Microsoft Excel — Completed

June 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_to_profile/e3a473115e8698f6ea477b2825c233f6eed53dc074545cb7

Verbal Communication — Expert

June 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/612d36861262454a4bafd920e96fc957eed53dc074545cb7

Customer Focus & Orientation — Expert

May 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/074e2d0fdabfecf9a0d02fadb795e697eed53dc074545cb7

Written Communication — Proficient

May 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_to_profile/bb93057d795f4bc6904c1dfc13a8a47feed53dc074545cb7

Working with MS Word Documents (Intermediate) — Familiar

May 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: https://share.indeedassessments.com/share_to_profile/05c825ced2f33dd570af6dc53e56166deed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

May 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/ed99ff1bce568d3d6d997009aa3951b3eed53dc074545cb7

Attention to Detail — Completed

May 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/84182390f190d3b4f998acb1c6e8ef65eed53dc074545cb7

Organizational Skills — Proficient

November 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/672564ad7ff3afbe1db62ed761896423eed53dc074545cb7

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