



Diana Menjivar

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Experience

**PROPERTY MANAGER, FELIZ APARTMENT HOMES, 1804 W RUNDBERG LANE AUSTIN, TX
2016-PRESENT (UAG)**

Effectively computing, classifying, and recording numerical reports to keep accurate financial records for the property. Completing property budget. Managing a team daily and make sure property meets weekly and monthly financial, occupancy and maintenance goals. Place maintenance orders and manage expenses according to budget. Make sure property is up to date with permits, safety reports, and projects scheduled throughout the year. Interviewing and completing hiring process for property staff.

LEASING CONSULTANT/ASSISTANT MANAGER VIDA APARTMENT HOMES, 1735 RUTLAND DR. AUSTIN TX 2014-2016 (UAG)

Leverage strong multitasking skills to manage customer service, data entry and leasing activities. Respond to customer inquiries in person and over the phone. Strong support of customer and clients needs. Promoted to assistant manager within the same company and managed to keep property reports up to date, maintain high occupancy and low to zero delinquency while manager was out on FMLA.

LEASING CONSULTANT, CREEKSIDE TRACE, 8912 N. LAMAR BLVD. AUSTIN TX — 2013-2014

Highly based customer service, strong leasing and phone skills. Processing rental applications, submitting maintenance orders and posting money.

Education

Social Media Agent Certification 2017

Medical Assistant Certification 2013

Austin Community College 2012-2015

Universidad de El Salvador 2005-2007

Skills

Bilingual Spanish, English

MS Word

MS Excel

Ops Technology

Social Media Managing

References

Nancy Figueroa 512-576-4911 (family member)

Vidal Palma 512-636-6868 (previous employer)

Samantha Freeman 210-364-6975