

Leslie Marie Jaramillo

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OBJECTIVE

To utilize my talents in a working atmosphere that rewards achievement and offers a challenging experience with opportunities for advancement.

LANGUAGE SKILLS

Bilingual in English and Spanish
Read, write, and speak

COMPUTER SKILLS

- Onesite -
- Bluemoon
- Windows office
- AppFolio

WORK HISTORY

Austin Capitol Advisors

Property Manager

Austin, Texas

2016-Current

Duties:

Maintain delinquency at a 0 balance

Tuesday Reports for property

Processes P. O's stamped and coded twice a week for payment

Generated work orders in Appfolio

Ensure property was in compliance with state laws

Posted monthly rent into Appfolio (money Orders, Travis County voucher checks Etc...)

Communicated with all Austin/Houston/San Antonio vendors

Conducted monthly unit inspections

Walked property on daily basis

On call Monday-Sunday (emergency after hours)

Completed EOM report

Processed TAA application for prospective residents.

Prepared monthly Evictions if needed

Utilizing RUBS program / Conservice

Blazer Real Estate

Property Manager

Austin, Texas

2013-2015

Duties:

Monday Morning Report (MMR)

Processes P. O's stamped and coded twice a week for payment

Generated work orders on a daily basis into Onesite

Ensure property was in compliance with state laws

Completed Gracehill testing monthly

Posted monthly rent into Onesite (money Orders, Travis County voucher checks Etc...)

Communicated with all Austin/Houston/San Antonio vendors

Conducted monthly unit inspections

Walked property on daily basis

On call Monday-Sunday (emergency after hours)

Completed EOM report

Processed TAA application for prospective residents.

Prepared lease violations

Prepared monthly Evictions for non-payment of rent

References Upon request