



BRITTNEY ORNELAS

Aurora, CO

OBJECTIVE

As a Community Manager, I am committed to driving the success of business operations by effectively managing staff, coordinating activities, and delivering exceptional customer service. I prioritize creating a positive and productive work environment through clear communication and active engagement with team members, fostering a strong collaborative culture. I establish clear goals and rigorously monitor rent growth, financial performance, and overall effectiveness. Furthermore, I am actively pursuing opportunities for a corporate role, remote position, or team lead position.

CONTACT

PHONE:
970.296.2057

EMAIL:
Brittney.ornelas-garcia@outlook.com

SKILLS

Fair Housing
Problem-Solving
Customer Service
Leasing & Sales
Project Management

CERTIFICATIONS

Certified Apartment Manager
05/2023 - Present

EDUCATION

DeVry University

05/2023 - Present

BS in Business Management with a focus in accounting

Thornton High School

08/2006 – 05/2010

Diploma/General Studies

WORK EXPERIENCE

Liberty Group – Temp

12/2024 – Present

Property Management temp for the following positions:
Community Manager, Assistant Community Manager, And
Leasing.

Home A Glow – Housekeeper

09/2023 - Present

Residential home cleaning.

Asset Living – Community Manager 418 Units

Previous positions: ACM

04/2019 – 05/2023

As the Operations Manager, I oversee daily activities, manage staff, ensure compliance with operational policies and procedures, and provide exceptional customer service. I am also responsible for analyzing financial data, identifying trends, and developing strategies to enhance the community's operational and financial performance. My duties include rent collections, maintaining zero delinquency, handling resident correspondence, organizing resident events, and preparing reports.

BLDG Management – Community Manager 398 Units

Previous positions: ACM, Leasing, Housekeeper

04/2019 – 05/2023

""

Carmel Partners – Housekeeper 276 units

10/2011 – 12/2012

Maintaining cleanliness of the common areas, office, tour path, amenities, and make readies as needed.