

Jasmine Magana

Denver, CO 80014

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720)298-5051

Work Experience

Apartment Manager

Inco properties will - Englewood, CO

May 2017 to July 2018

Assistant Store Manager

McDonald's - Englewood, CO

[505-6425](tel:505-6425)Paula Rivera-303)505-6425Paula Rivera-303)

-Was in charge of entire crew, the financial doings, cleanliness and I opened.

Apartment Manager

INCO property - Centennial, CO

840-3020Paola Corado-720)840-3020Paola Corado-720)

-I was the onsite manager and I was in charge of the cleaning, collecting monthly rents, and renting the apartment

June 2016 to Present

May 2016 to July 2018

Education

Colorado Media School - Lakewood, CO

January 2018 to Present

Littleton High School - Littleton, CO

August 2012 to Present

Skills

BOOK KEEPING, CUSTOMER RELATIONS, CUSTOMER SERVICE, DATA ENTRY, EXCEL, Apartment Maintenance, Janitorial

Additional Information

Professional Skills and Abilities

Organizational/Management

- Managing Apartment Complex
- Was responsible for the cleanliness of property
- Assisting 60+ units on their needs
- Data entry/ Book keeping

Customer Relations

- Reports of staff and money income at the end of shift
- Customer service skills

Computer Skills

- Experienced in Google Docs
- Experienced in Navigating Internet, E-mails, and social media
- Experienced in Microsoft Word, Some Excel,
- Experienced in adobe audition and other adobe programs