



## Jessica Jardine, Property Manager CPM Candidate

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**Summary:** Experienced in the leasing, sales and management of commercial and investment properties. I have completed a number of leases, sales and I am currently managing sixteen commercial investments. I have a good working relationship with the Commercial Brokerage Community. I have recently completed the requirements for an Accredited Commercial Manager and are in the process of being designated the Accredited Commercial Manager (ACM) certification.

- **Real Estate Agent:** Services include the sale, lease and exchange of all types of Commercial and Investment property. Providing Owner/Landlord and/or Buyer/Tenant representation in the leasing and/or sale/purchase of commercial space and property. Marketing and advertising of properties.
- **Property Management:** Responsible for the management of multiple properties ranging from industrial, office and retail which total approximately 400,000 square feet with rents collected around \$3 million. Includes rent collection, marketing, vendors, management reports, capital improvements, maintenance, security and accounting.
- **Goals:** Working towards and earning my Certified Property Management designation, also completing and receiving my business degree through Truckee Meadows Community College.
- **Dedication:** I have a strong desire to succeed and committed to completing things well. I have the desire to do what it takes to get the job done and willing to learn. I am very personable and enjoy working with people.

- **Education:**

2007-08	Accredited Commercial Manager Designation	Reno, NV
2007-08	Human Resource Essentials for Real Estate Managers CPM Certification Courses	Los Angeles, CA
2007-08	Marketing and Leasing: Office Buildings CPM Certification Courses	Los Angeles, CA
2006	Property Maintenance & Risk Management Investment Real Estate: Financial Tools CPM Certification Courses	San Francisco, CA
2005	Ethics for the Real Estate Manager CPM Certification Course	Reno, NV
2004	Property Management Course Property Management Permit	Reno, NV
2003	Northern Nevada Real Estate School Real Estate license	Reno, NV
2000-06	Truckee Meadows Community College Continuing Business Degree pre-requisites	Reno, NV

- **Licenses:**

License #S.0061329	Nevada Real Estate Agent
Permit #PM.0161329	Property Management Agent

- **Professional Affiliations:**

Member:	Institute of Real Estate Management
Member:	Commercial Real Estate Women of Northern Nevada (CREW)
Candidate:	Certified Property Manager (CPM candidate)
Candidate:	Accredited Commercial Manager (ACM candidate) Completed all requirements for designation