

Jennifer Selhorst

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PROFESSIONAL SUMMARY

I am an ambitious and driven manager with a proven track record

PROFESSIONAL EXPERIENCE

American Apartments LLC

5/2012-Current

Director of Operations

- Responsible for the day to day operations of the company's Ohio real estate portfolio (leasing, rent collections, marketing, etc)
- Prepares monthly profit and loss reports
- Establishes and maintained the company's bank accounts
- Manages the maintenance and office teams and organized vendors
- Decreased spending and reorganized the yearly budget
- Responsible for all of the company's AP and payroll

Broadband Express

1/2011- 4/2012

Regional Administrator/HR

- Responsible for handling all payroll and employee benefits
- Ran new hire training classes
- Managed all employee HR issues including benefits through disputes and conflict resolution
- Managed the AP/AR for the Southwest Ohio District
- Maintained personal and professional calendars for 3 district managers
- Created Profit and Loss projections, productivity and Key Performance Indicator reports

ORP Real Estate Group

4/2005- 12/2011

Portfolio Manager

- Oversaw several divisions of the company including: property management, lawn care and roofing
- Met with potential clients and HOA/COA boards to present the services available and offered by ORP
- Managed a portfolio of 7 HOA/COA boards (900+ units)
- Prepared monthly financial reports for HOA/COA boards under ORP's management
- Prepared yearly budget and economic outlook reports for said clients
- Supervised a project that turned a condemned building into student housing for the University of Cincinnati

EDUCATION

Marketing University of Cincinnati Cincinnati, Ohio- 2007

Real Estate Licensure Sinclair Community College Dayton, Ohio -2010

