

Jodi S. Kelley-Mehr

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OBJECTIVE

To work for a dynamic employer where I will be not only rewarded but continually educated and challenged. I am very interested in becoming an admin assistant while I recomplete my CAM education as agreed.

EDUCATION

CHAPARRAL HIGH SCHOOL

GRADUATED 1981

General studies

UNR/UNLV

1981- 1986

Major: Fine Arts

Minor: Art History

Related coursework: Painting, Sculpture Drawing Costume Design sewing and History of fashion. Real estate related courses for my ARM.

Sales License, CAM. and CMCA.

I do not hold any of these now.

MANAGEMENT EDUCATION

Community Association, Institute. Institute of Real Estate Management and the Greater Las Vegas Board of Realtors.

I began in Real Estate Management in 1988, as a leasing agent, working my way up to Apartment Manager, area Manager and new community Lease up Specialist Position. During that time, I earned my ARM. CPM. Certification and Nevada Real Estate License for Leasing and Sales.

In January of 2005 I transitioned From Apartments to HOA. Management. During that time, I earned both my CM. and CMCA. For Community Management. Which I have done since. My CM License has, now been voluntarily revoked in an ex-parte settlement due to prior employer's practices.

ART TEACHING EDUCATION

From September 2012 to August 2015 I had my own Art company. The purpose in mind is to teach Art Expressionism to students who suffer from Disability, Dementia, or are in Hospice.

Using painting, drawing, craft and sewing my personally written classes provide Joy and Memory spark. I have written and created this company and process myself from the floor up.

These are classes designed specifically for memory care self-expressionism and bring a sense of accomplishment to all who partake. I do all instruction and training of instructors. Provide engaging lectures in Art History for Cultural Evenings. I have spoken in front of my art expression clients and SNAPTA Southern Nevada Association of Activity professionals.

SALES EDUCATION

In the past, I have sold Mini Boats, Aircraft, Cars, Lighting and Signage. I organize and sell my painting parties. Brochure and client references available, so sales are a very strong part of my history.

LEADERSHIP SKILLS

While with the Management Trust I served as the Health and Wellness Committee Chairman. During my IREM experience I served on the scrapbook and Activities Committees. I volunteered for the outreach program and built houses for Habitat for Humanity. As a Runner who has completed 8 marathons I organized company runs for charity.

I founded The Painted Party and BabylonRed Artworks.

Some caring Senior students and I created Soul Sew. We made no profit and make hand sewn baby blankets delivered to angels in the valley. This provided my students with activity and donation. Giving creates a special sense of purpose that many in assisted Living Facilities may be missing and gives them contact into the world outside of the retirement community that they may have lost.

While in Management I procured bids, wrote RFP's. I did budget preparation and Reserve Study reviews. I inspected and photographed all property violations and issued courtesy notices.

EXPERIENCE

- RESIDENTIAL MANAGER LEASING CONSULTANT

H&L REALTY|EUGENE BURGER| BRE PROPERTIES INC.

1988 TO 2001

- RECEPTIONIST BENJAMIN W. MEHR CPA
JANUARY 2002 – JANUARY 2005

- COMMUNITY ASSOCIATION MANAGER THE MANAGEMENT TRUST AND ITS PRIOR
AQUISITION TMC REALTY AND MANAGEMENT

JANUARY 2005 – AUGUST 2012

- OWNER ARTIST
BABYLONRED ARTWORKS/THE PAINTED PARTY
SINCE SEPTEMBER 2012

- COMMUNITY ASSOCIATION MANAGER
PATH COMMUNITY MANAGEMENT
AUGUST 2015 TO AUGUST 2016

- COLONIAL PROPERTY MANAGEMENT
COMMUNITY ASSOCIATION MANAGER
AUGUST 2016 TO MARCH 2017

Management Skills

Facilities Management, Reception, Concierge Duties, Excellent Customer Service Skills, Correspondence, Data entry and I am familiar with most Gate Management software like Door King and Elite Phone Systems. As well as numerous Property Management Database programs but I am not limited to those.

Artist Skills

Excellent Care and Customer Service for all clients. Art Teaching, Art History Lectures, sewing painting and pattern making. I enjoy the use of Digital Art I frequently use in my digital art Photoshop, Photo Illustrator, Adobe Illustrator, Corel Draw, Cartoon Illustrator programs. Physical Arts, Digital Art Sales and Facilities Management and Customer Service are my strong points.

References

Bonnie Jaffe, Bonnie Sales 702-658-3000

Kevin Wright, Wright Ventures 702-419-8882

Colleen Hernon, Titan Construction 702-991-5938