

JonJulienne Peters

Newcastle, CA | (916) 335-5909 | jonjulienne.peters@gmail.com

Professional Summary

Versatile and dependable professional with a strong foundation in property oversight, customer service, and administrative coordination. Over a decade of experience managing households, facilities, and resident needs across diverse settings. Skilled in tenant relations, maintenance scheduling, and community engagement. Passionate about creating safe, welcoming environments and ensuring smooth day-to-day operations in residential or commercial properties.

Core Competencies

- Property Maintenance Coordination
- Tenant Relations & Resident Support
- Coaching & Sales
- Vendor Scheduling & Oversight
- Administrative & Office Management
- Conflict Resolution & Crisis Handling
- Facility Safety & Compliance
- Budgeting & Household Management
- Event Planning & Community Engagement

Relevant Experience:

House, Pet & Property Sitter (Self-Employed)

Various Locations • 2007–2024

- Maintained private residences, ensuring security, cleanliness, and upkeep during owner absences
- Monitored systems (HVAC, plumbing, etc.) and coordinated emergency repairs
- Fostered long-term trust through clear communication and exceptional care

Family Manager & Homeschool Educator

Sacramento, CA & Japan • 1990-2019

- Oversaw home operations for a household of seven, including daily budgeting, scheduling, and facilities care
- Coordinated maintenance, vendors, and logistics in both domestic and international settings
- Provided education and daily structure to children across developmental stages

Administrative Assistant & Receptionist

Various Organizations • Dates Vary

- Provided customer service and office support at locations including McClellan AFB, Trinity Church, and Rio Linda & Elverta Parks and Recreation
- Managed front desk operations, phones, records, and scheduling
- Supported executive teams and ensured smooth administrative flow

Eldercare & Disability Support Provider (Self-Employed & UCP)

Sacramento, CA • 2007–2020

- Delivered in-home care to seniors and individuals with disabilities
- Managed medications, coordinated care, and ensured safe living environments
- Acted as liaison between clients, families, and service providers

Additional Experience in Leadership & Education

Substitute Teacher – Natomas Charter School & Fairfield Christian School • 2017–2025

Preschool, Music, ESL Teacher – Various Locations (Japan & CA) • 1988–2020

Health, Wellness, and Fitness Coaching – Self-Employed / Local Programs • 2003–2025

Technical Skills

- Microsoft Office Suite (Word, Excel, Outlook)
- Google Workspace
- Virtual Meeting Tools (Zoom, Google Meet, Teams)
- Yardi (TBD) & AppFolio (TBD)

Education

Liberty University — M.S. Human Services Counseling: Professional Coaching, March 2025

Epic College — B.A. Ministry, Intercultural Studies & Creative Arts, 2013

Trinity Life Bible College — Ministerial Arts, 2003

Certifications, Training, Award

- IREM Sacramento Valley Foundation RENEW Residential Property Management Training Program (2025)
- Ronald E. Hawkins Distinguished Counseling Student Legacy Award (2025)
- California Substitute Teaching Credential (2025) & CPR/AED Certified (2023)
- Solar Installer Training: Grid Alternatives (2021) & OSHA Certified (2024)
- Women's Empowerment Job Readiness Program (2020) & Intel Microsoft Certificate (2020)
- Brand Ambassador Coaching Award (2006) & Top Sales Award (2006)

Volunteer & Leadership Experience

- Homeless Outreach: Sacramento & San Francisco
- Public Speaking: Kiwanis & Lyons Clubs
- Community Gardening & Event Planning
- Music Instructor: Mustard Seed School
- Church Leadership & Administration
- AYSO Youth Soccer Coach, Rio Linda
- Missions & Home Construction: Philippines, Mexico, Japan

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Dear Hiring Manager,

I am writing to express my interest in a property management position. With a strong background in household oversight, client service, and administrative coordination, I bring a well-rounded and proactive approach to residential property care. My experience managing homes, clients, and schedules, as well as building trust with diverse individuals makes me an asset for any property management organization.

Over the past decade, I have served as a private property sitter, eldercare provider, and administrative assistant, often overseeing maintenance needs, managing day-to-day operations, and communicating effectively with both residents and service providers. My role as a full-time family manager and homeschool educator also required strong organization, budget planning, conflict resolution, and facility coordination; all directly transferable to managing multifamily units.

I am known for my reliability, compassion, and ability to anticipate needs before they arise. Whether I'm supporting clients, resolving issues, or ensuring that a property is safe and well-kept, I operate with the highest level of professionalism and care. I also bring additional strengths in community engagement, sales expertise, and safety compliance.

I would welcome the opportunity to contribute my experience to your team and ensure that your residents feel heard, supported, and at home. Thank you for your time and consideration. I look forward to the opportunity to speak with you and discuss how I can help support your property management goals.

Sincerely,

JonJulienne Peters