

EMPRESS ELLIOTT- HARRIS

Property Manager | Leasing Specialist | Resident Experience | Team Leadership Director
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SUMMARY

- Property Manager candidate with a decade of experience managing operations, budgets, and service provider coordination across nonprofit and education settings.
- Directed facility scheduling, compliance oversight, and conflict resolution while building strong relationships with individuals, companies, families, and stakeholders.
- Experienced in recordkeeping, multi-priority coordination, and maintaining organizational policies; ready to apply these skills to residential or commercial property management.

CORE SKILLS

- Customer Service & Resident Retention
- Conflict Resolution
- Compliance Oversight
- Budget & Vendor Contract Management
- Records Management & Confidentiality
- Event Planning & Logistics
- Scheduling & Multi-Priority Coordination

EXPERIENCE

The Table UMC – Director of Children and Youth Ministry

2017 – 2023

- Directed day-to-day operations of a large children’s ministry serving families and volunteers.
- Managed scheduling, program planning, budgets, purchasing, and inventory for multiple programs.
- Supervised, trained, and coordinated volunteers and ministry staff while ensuring compliance with organizational policies and safety procedures.
- Built strong relationships with families by providing exceptional customer service and timely communication.
- Maintained confidential records, attendance data, registration information, and program documentation.
- Coordinated facility usage, classroom assignments, and event logistics involving multiple departments.
- Resolved conflicts professionally while balancing the needs of families, volunteers, and leadership.
- Planned and executed many large-scale events annually, managing budgets, vendor contracts, scheduling, and on-site logistics for hundreds of attendees.
- Developed efficient organizational systems that improved communication and workflow.

CalACT Transportation (Statewide Nonprofit) – Executive Assistant (Temporary Assignment)

2016

- Provided executive-level administrative support, managing calendars, coordinating meetings and travel, and handling confidential correspondence for organizational leadership.
- Prepared reports, meeting materials, and professional documents.
- Coordinated projects while balancing competing priorities and deadlines.
- Maintained confidential records and organizational files.

Los Rios Community College District – Enrollment Technician

2013 – 2015

- Processed student records with a high degree of accuracy and confidentiality.
- Assisted students in person and electronically while providing excellent customer service.
- Maintained compliance with district policies and state regulations.
- Entered and verified large volumes of data with attention to detail.
- Resolved questions regarding enrollment, residency, registration, and student records.
- Collaborated with multiple departments to ensure timely processing of documentation.

EDUCATION

- **R.E.N.E.W. - Residential Property Management Training Program presented by IREM Sacramento Valley - 2026**
 - Covered the full property management cycle: marketing, leasing, fair housing, applications, resident retention, maintenance, and move out/security deposits.
- **Job Readiness Program presented by Women’s Empowerment - 2013**