

SKILLS

- ❖ Knowledge of California rental laws
- ❖ Property Management policies & procedures
- ❖ Office administration
- ❖ Microsoft Suite / CRM Systems
- ❖ Point of Sale Systems
- ❖ Friendly Customer Service
- ❖ Adaptable and Dependable
- ❖ Dedicated to excelling in the workplace

EDUCATION

PROPERTY MANAGEMENT EDUCATION FROM IREM SACRAMENTO VALLEY FOUNDATION

Real Estate Networking, Education, & Work (RENEW) Program 2024

CABRILLO COLLEGE
APTOS, CA
General Education

OASIS I.S.
SANTA CRUZ, CA
High School Diploma

SHORELINE SCH. OF COSMETOLOGY
CAPITOLA, CA

WOMEN'S EMPOWERMENT JOB
READINESS PROGRAM
SACRAMENTO, CA

Jamilah L. Barth

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PROPERTY MANAGEMENT & CUSTOMER SERVICE

Individual passionate about helping the community and looking for a rewarding career in residential property management. Committed to obtaining a position that allows me to focus on resident retention through outstanding customer service.

EXPERIENCE

DELIVERY SPECIALIST • DOORDASH / UBEREATS

JUL 2020-OCT 2023

Independent Contractor: effectively used delivery apps to pick up and drop off food and retail orders across Sacramento and surrounding counties

ASSISTANT ESTIMATOR • BT MOVERS LLC

JUL 2020-OCT 2023

Responded to customers promptly via email and phone/text; Scheduled in-house estimates; Used computer software to create price estimates; Communicated with owners and customers to ensure customer satisfaction; Calculated final bill and processed payments.

CASHIER • DOLLAR TREE

SEPT 2019- MAY 2020

Stocked inventory; Assisted customers in the store; Operated cash register / cc machine.

CAREGIVER • IN-HOME SUPPORTIVE SERVICES

FEB 2013- OCT 2019

Provided care for elderly clients; assistance with personal hygiene, shopping, meal prep, medication reminders, and all daily tasks; Housecleaning / cooking; Companionship.