

Contact

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Top Skills

Hospitals
Healthcare
Healthcare Management

Languages

English (Native or Bilingual)

Leah Christine Young, CAM

I love helping people.

Columbus, Ohio Metropolitan Area

Experience

Sundance Property Management , LLC

Property Manager

June 2021 - Present (4 years 4 months)

Columbus, Ohio Metropolitan Area

Budget/AR/AP

Statement of Accounts

Leasing

Tenant Retention

Manage maintenance staff and work orders

Issue lease violations

Handle evictions and court hearing under direction of legal representation

Liason between tenant and third party rental assistance agency

RFPs for landscaping, snow removal, roofing, etc

Liason between vendors and regional manager/owner

Greater than 98% occupancy since August 2021

Payroll

Vendor scheduling

Appfolio

Office 365

Wallick Communities

Community Manager

August 2020 - May 2021 (10 months)

Delaware, Ohio, United States

Fair Housing

HUD Compliance

LIHTC (Low Income Housing Tax Credit)

50059/202/PRAC

DevCo

Coordination of activities/events for senior housing community

Budget/Accounting (AR/AP)

Yardi

Inspections

Collaboration with Metropolitan Housing

Microsoft 365

Supervision of Maintenance Staff

Kimball E. Rubin & Associates and Jafa LLC

Administrative Assistant

January 2018 - July 2020 (2 years 7 months)

Beachwood, Ohio

Assistant for the CPA firm

Assistant for the property management company

Super user for Appfolio

HUD program paperwork completion and communications (CMHA & EDEN)

Delegation of duties to interns

Advise owner on tasks and outcomes

Expense tracking

Designated trainer for incoming staff

Document retention and destruction

Assist with AP and AR

Premier Property Management, LTD

Administrative Assistant/Leasing Agent

March 2019 - March 2020 (1 year 1 month)

Elyria, Ohio

Tenant Relations: Maintenance follow up, initial and renewal lease negotiations, communicate with HUD agencies on behalf of tenant.

Records Management: Ensure tenant ledgers are accurate. Keep detailed records regarding initiating rent increases for fair-market and HUD tenants.

Marketing: "Sell" units by showing them to prospective tenants and via telecommunications and property management software. Work with local agencies to increase current marketing and expand to other avenues.

Business Expansion: Support all initiatives for growth. Present opportunities for growth in the current state and actively pursue avenues for future growth.

Solutions oriented: Apply critical thinking and analytical skills to solve issues and concerns.

University Hospitals Elyria Medical Center

5 years

Physician Office Manager

August 2014 - September 2017 (3 years 2 months)

Elyria, OH

Supports highly specialized surgeons and physicians

Responsible for annual employee performance reviews
Recruitment, on-boarding, training, development, evaluation, and management of staff
Collaborates with multiple institutes within system
Deals discreetly with sensitive, confidential information
Promotes a positive patient experience and service recovery
Facilitates Standard Care Agreements between providers and billing submission
Patient education and support

Invasive Cardiology Inventory Specialist
October 2012 - August 2014 (1 year 11 months)
Elyria, OH

Ensures all needed supplies and equipment are available to meet the needs of the Invasive Cardiology Department (Electrophysiology and Heart Cath Labs)
Maintains appropriate PAR and on-hand supply levels, including management of min/max and reorder points
Performs daily quality inspections of supply locations ensuring proper product rotation and performance of cycle points
Responsible for billing of Invasive Cardiology Procedures and Inventory used in cases
Manages device vendors' and pharmaceutical representatives' activity in the Invasive Cardiology Department
Liaison between physicians, vendors/ reps, and the contracting manager to ensure the physicians have the products needed to care for patients

OM Healthcare, LLC
Office Manager
March 2012 - June 2014 (2 years 4 months)
Elyria, Ohio

Secretarial and administrative support to Cardiologist and Nuclear Technician.
Manage, operate, and maintain office.
Maintaining patient schedule.
Submit billing of office visits and procedures.
Annual employee performance reviews.
Maintain government regulations and prepare for inspections by various agencies

Maple Grove Apartments
Resident Manager
May 1995 - December 2012 (17 years 8 months)

Oberlin, Ohio

Responsible to manage, control, and operate apartment complex. Including, but not limited to, advertising, renting apartments, completing leases, subcontracting, receiving and caring for concerns of current tenants.

EMH Medical Center

Various Positions Held

February 1997 - 2011 (14 years)

Elyria, Ohio

Assistant-The North Ohio Heart Lab at EMH

Administrative support to Invasive Cardiologists, Manager, and nurses

Liaison between EMH and NOHC

Medical concierge for cardiology patients and families

Manage, operate, and maintain office

Oversight of part-time assistant's workload

Administrative Assistant-Training and Development

Secretarial and administrative support to the four leadership members of the department

Manage, operate, and maintain office. Including, but no limited to, advertising of programs; arranging for facility set-ups, catering, and equipment delivery; scheduling of instructors; registration of participants; sale of training materials; invoicing, deposits, refunds, and revenue reports

Accurate completion of American Heart Association and Ohio Nurses

Association documentation and maintenance of records

Oversight of part-time assistant's workload

Unit Secretary-Progressive Cardiac Care

Clerical and administrative care of patients in addition to assisting management and nursing personnel

Developed unit secretary orientation and instruct all new unit secretary hires via this program

Trained hospital personnel to utilize the hospital information system

Education

Lorain County Community College

Business Administration and Management, General