

JIMMIE VERA

ABOUT ME

I am a results-driven property management professional with over 17 years of experience overseeing residential and commercial properties. Known for my ability to lead high-performing teams, streamline operations, and improve resident satisfaction, I bring a hands-on approach to managing day-to-day operations and long-term strategies. I have a proven track record in budget management, staff development, vendor coordination, lease administration, and ensuring regulatory compliance. With a strong focus on customer service, financial performance, and team leadership, I'm committed to maintaining high occupancy rates and fostering thriving communities. I thrive in fast-paced environments and am passionate about creating safe, welcoming spaces where residents feel valued and heard.

CONTACT

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EDUCATION

Bachelor of Business and
Marketing

WORK EXPERIENCE

M&D PROPERTY MANAGEMENT- REGIONAL DIRECTOR Current

- Managed over 1200 units
- Created and managed the annual budget to support property goals and ensure financial efficiency.
- Reviewed and monitored all payables, receivables, and delinquent accounts to ensure accurate financial reporting and timely collections.
- Coached, hired, and supervised all staff across multiple office locations to ensure high performance and consistent operations.
- Conducted, planned, and attended all owner meetings.
- Ensured all properties maintained all permits and certifications.
- Performed bank reconciliations and oversaw all aspects of cash flow to ensure financial accuracy and stability.
- Proficient with Yardi Breeze & Onesite

ASSET LIVING- REGIONAL MANAGER Dec 2013-Jan 2019

- Managed 1000 units. From HOA, Commercial, Multi-Family, TDCHA, Luxury
- Developed and managed annual budgets for each property, optimizing financial performance and meeting NOI targets.
- Conducted regular site visits and audits to ensure compliance with company policies, safety standards, and resident satisfaction goals.
- Led rent collection efforts, monitored accounts receivable/delinquencies, and implemented strategies that improved cash flow.
- Performed monthly bank reconciliations and provided financial oversight of regional cash flow and expenditures.
- Collaborated with vendors and contractors to ensure the timely completion of maintenance and capital improvement projects.
- Implemented marketing and leasing strategies to boost occupancy and increase resident retention.
- Facilitated training and development programs to improve staff skills, operational consistency, and customer service quality.
- Reported directly to executive leadership with monthly performance updates, KPIs, and strategic recommendations.

WOODLAND PROPERTY MANAGEMENT- SENIOR PROPERTY MANAGER June 2009- Dec 2013

- Managed large-scale renovation and capital projects, coordinating schedules and budgets for successful completion.
- Fostered strong community relations by engaging residents and boards through clear communication and problem-solving.
- Developed training programs and professional growth opportunities to strengthen staff capabilities and retention.
- Implemented targeted marketing and leasing strategies, resulting in increased occupancy and tenant loyalty.
- Delivered detailed financial and operational reports to senior leadership, facilitating data-driven decision-making.
- Managed 500 units M

SKILLS

- Project Management
- Budget Management
- Accounting
- Strategic and Social Selling
- Digital Marketing
- Real Estate/Commercial/Multi-Family Management
- Tax Credit Experience
- Microsoft/ Outlook Proficient
- HOA Experience
- Portfolio Management
- Business Development
- Yardi Voyage, Yardi Breeze, Onesite and Reismen.
- Event Planning, Open House Events and Resident Events