

(480) 223-4999
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United States, Tempe, AZ

Jasmine Patel

EDUCATION

Bachelor of Science in Public Policy and Management, Arizona State University, Expected Graduation: May 2026

Relevant Coursework: Real Estate Fundamentals, Urban Policy, Facilities Management, Conflict Resolution, Leadership in Housing Services

Certifications

- Basic Property Management – IREM, Online (2024)
- Conflict Resolution Training – ASU, Fall 2023
- Housing and Residence Life Training Completion – ASU, Fall 2023
- CPR & First Aid – American Red Cross, Aug 2023

SKILLS

Student Housing Regulations & Policies	Expert
Conflict Resolution & Mediation	Expert
Report Writing & Incident Documentation	Expert
Community Engagement & Peer Leadership	Expert
Property Management Software (Symplicity, Yardi)	Expert
Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	Expert

AWARDS

Outstanding Leadership Award – ASU Student Government (2024)
Dean's List – Arizona State University (2023-2024)

Resident Property Assistant

PROFESSIONAL SUMMARY

Motivated and proactive student with hands-on experience managing student housing. Skilled in addressing maintenance requests, enforcing housing policies, and fostering a safe, inclusive community. Eager to transition into a property management role in commercial or residential sectors, leveraging organizational and communication skills.

EXPERIENCE

Resident Property Assistant, Arizona State University Housing, Tempe, AZ

August 2023 - Now

- Coordinate maintenance requests for 150+ dormitory residents, ensuring timely follow-up and quality resolution.
- Develop educational materials and lead programs to promote a positive, safe living environment for students.
- Support room inspections and assist with move-in/move-out logistics, ensuring compliance with university policies.
- Collaborate with the Residence Life team to resolve tenant issues and maintain facility standards.

VOLUNTEER EXPERIENCE

Community Outreach Volunteer, Tempe Outreach Program

September 2024 - Now

- Organize and lead community service events aimed at supporting underprivileged residents in the local area.
- Coordinate with local nonprofits to provide resources for homeless shelters and low-income families.