

JESSICA MANSOUR

PROPERTY ADMINISTRATOR



Jessica has been a property administrator for over 3 years. Her priority is to maintain tenant relations while juggling meeting the needs of the building owners and building standards. She is actively involved in collecting rental fees, answering maintenance calls, and liaising with building owners. Jessica's background in accounting helps her interface with almost every level with property management.



EMPLOYMENT EXPERIENCE

- Regional Group - Property Management Administrator
- Regional Group - Vendor Support Specialist
- Cardel Homes - Accounts Payable
- Paramount Property Management - Accounts Payable



EDUCATION

- Algonquin College - Business Administration (Management & Entrepreneurialism)
- Western University - Bachelor of Science (Psychology)



SKILLS

- Strong communicator
- Loves solving problems and multitasking
- High attention to detail



CONTACT

P: 613-274-7700

jessica@flemingdevelopments.com

1280 Baseline Road, Suite 200
Ottawa, ON K2C 0A9



facebook.com/realstrategyadvisors
twitter.com/realstrategy1
[linkedin.com/company/
real-strategy-advisors](https://linkedin.com/company/real-strategy-advisors)