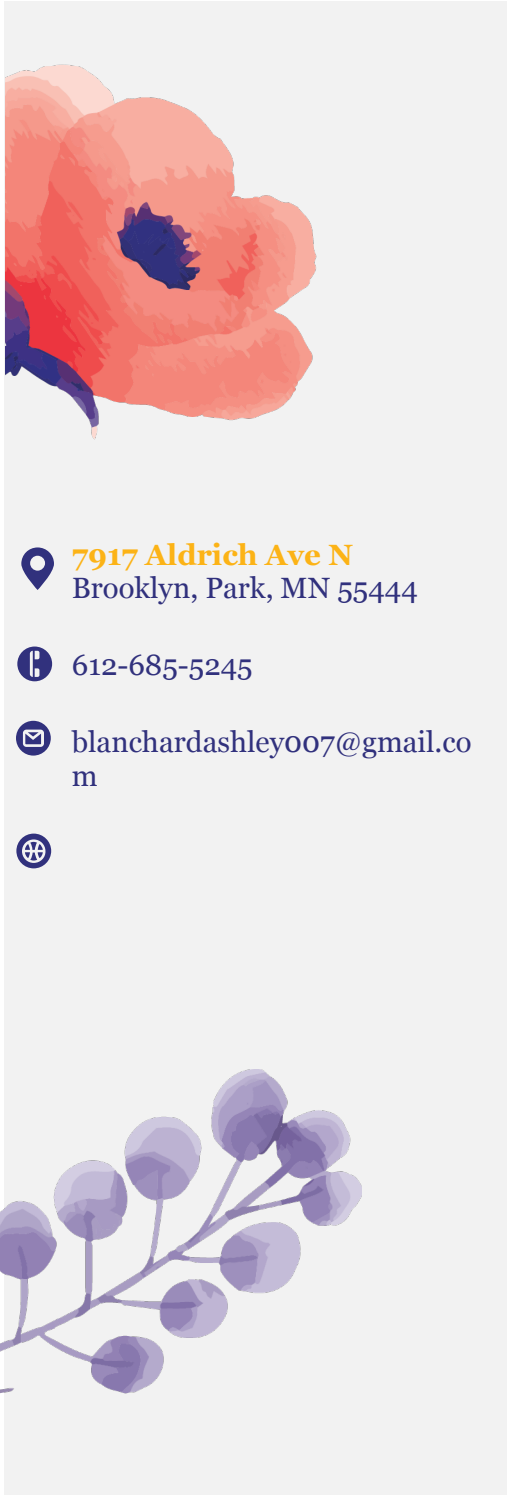


Ashley Blanchard

Insurance Specialist



 **7917 Aldrich Ave N**
Brooklyn, Park, MN 55444

 612-685-5245

 blanchardashley007@gmail.com



Experience

Roseville, MN (April 2015- Current)


Real Estate Agent • Grant Johnson/Bridge Realty

- Utilized my skills in marketing, managing, accounting, budgeting, office operations, compliance, hiring, 3rd party services (ordering, invoice)
- Attract new business using social media platforms
- Upholding fiduciary duties with integrity, honesty and safeguarding client's interest
- Showcase available listings
- Perform market analysis to review and determine cost and
- Investments support services to commercial property owners
- Facilitate/communicate with appropriate parties to insure a seamless transaction process
- Supervised a team of 12 individuals with scheduling, contracts, dead-lines, showings and lead generation
- Familiar with multiple CSR's for advertising, marketing, client support
- Skills with focusing, prioritizing, marketing, sales and service
- Committed to continuing education classes to support the importance of being knowledgeable in different areas of the industry
- Phone etiquette, clear communication, and delivering presentation and/or information
- Entrepreneurial mind-set towards observation and recognizing areas for improvement

Multiple Sites in Minnesota (April 2016- May 2021)

Property Manager • Mann Companies

- Proficient in working with Yardi, Appfolio, Lead Scout, Microsoft Office, Salesforce
- Arranged rental terms and created leases and/or addendums
- Proficient working with low income subsidies, section 8, 42 and other government programs
- Handled financial plans for budgets
- Created invents to improve tenant interaction
- Introduced cost-saving strategies
- Maintained safe living environment for staff and tenants
- Controlled property operations and assessed potential issues
- Managed 500+ units across multiple sites
- Coordinated 24-hour move-ins
- Arranged community events
- Created CPRs annually
- Handled complex situations and maintained a 92% occupancy rate

- 
- Managed inventory, mailbox systems, keys, laundry cards
 - Processed wages, rent-pet collections (accounts payable)
 - Followed housing laws that complies with lease and government agency

Education

***BBA**

May 2024- Ongoing

***Cust Svc Spec Cert.**

April 2015

***Real Estate License**

June 2023

***Life & Health Insurance License/Property & Casualty Insurance License**

June 2025

***High School diploma**

May 2003

Academic Award 3.9 GPA

References
