



# ASHLI LEE

952-277-9951 

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Dallas, TX 

## EDUCATION

Masters of Science (MS)  
Performance Psychology

Barry University, Miami, FL

Bachelors of Science (BS)  
Psychology

Minnesota State University,  
Mankato

## CERTIFICATIONS

The Complete Financial Analyst  
Course  
Udemy

## TECHNICAL SKILLS

Microsoft Suite  
CoStar  
Yardi Software  
Angus Enterprise  
Lease Harbors

## PROFESSIONAL EXPERIENCE

PSA Airlines – Washington, DC / March 2024 – Present  
*Flight Attendant*

- Assisting the Captain in the safe and efficient conduct of the flight planning through termination.
- Complying with all applicable FARs, TSA, DOT regulations, company procedures and policies.
- Conducting a preflight inspection of all cabin emergency equipment applicable to the type of aircraft as outlined in the Inflight Manual.
- Promptly reporting any mechanical discrepancies to the captain.
- Maintaining a high degree of crew coordination and professionalism.
- Completes records and reports as required.
- Performs other duties as assigned to support the efficient operation of the department and company.

Prattco Creekway Industrial – Dallas, TX / May 2022 – March 2024  
*Associate Asset Manager*

- Streamlined operations, resulting in a 40% increase in operating efficiencies through development of standardized document templates, filing systems, technology-driven workflows.
- Successfully lead the RFP process for vendor selection, ensuring the seamless execution of projects.
- Reviewed accounts receivable to ensure successful collection.
- Managed the reporting process, including business plans, monthly, and quarterly reports to improve performance.
- Managed loan draws and payoffs.
- Assisted in audit preparation and coordination.
- Provided daily administrative support to an executive team of three covering acquisitions, dispositions, financing, leasing, property and asset management, and office management.
- Conducted research to support property acquisitions, company needs, procurement of vendors/contractors, and third-party reports.
- Served as a liaison between company stakeholders: investors, tenants, clients, lenders, attorneys, and vendors.
- Maintained awareness of industry changes and continuously builds industry knowledge.

Avison Young – Dallas, TX / March 2020 – April 2022

*Assistant Facilities Manager/ Project Manager (Contract)*

- Resolved emergency issues regarding safety, security, or usability in a portfolio of 250+ healthcare branches.
- Conducted training for over 500 staff members on navigating the Angus AnyWhere Platform
- Managed facility work order portal, Angus, overseeing replacements, repairs, preventative maintenance, and issue delegation.
- Developed and managed vendor contracts, optimizing resource allocation and maintaining relationships.
- Created purchase requests (PR), purchase orders (PO), and statements of work (SOW) for repairs and maintenance.
- Processed and approved invoices.
- Interpreted leases and abstracted key information.
- Generated monthly reports.
- Maintained various databases, ensuring accurate and timely updates.
- Projected future requirements, collaborating with decision makers on equipment and infrastructure upgrades.

Delta Dallas Staffing – Granite Properties – Dallas, TX / March 2019 – November 2019

*Tenant Services Coordinator (Contract)*

- Provided exceptional tenant and vendor customer service for 6 high-rise, Class A commercial properties.
- Managed the tenant work order portal, Angus, ensuring prompt response and completion times to ensure tenant satisfaction.
- Handled office supply orders.
- Answered, screened, and directed incoming calls.
- Assisted visitors in the management office.
- Managed mail distribution.
- Maintained daily security pass-down log and notified management teams, security, and engineering regarding contractor access.