

Meri Saghumyan

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SUMMARY

Customer-focused professional with experience in beauty services and property management. Skilled in client relations, communication, problem-solving, scheduling, and multitasking. Known for creating welcoming experiences, understanding customer needs, and handling challenges with patience, professionalism, and efficiency.

EXPERIENCE

Assistant Property Manager, Specialized Realty Inc., January 2026-June 2026
Glendale, CA

- Answered calls and handled leasing inquiries.
- Managed daily property operations and tenant relations.
- Collected rent, fees, and maintained accurate records.
- Coordinated maintenance, inspections, and repairs.
- Reviewed vendor bids and coordinated services.
- Resolved tenant concerns quickly and professionally.
- Explained and enforced property policies.
- Used active listening to identify needs and solve problems.

Provider Payments Specialist, Child Care Resource Center, March 2023-December 2025
Palmdale, CA

- Processed high-volume payments accurately and efficiently.
- Reviewed timesheets and resolved payroll discrepancies.
- Maintained detailed records and documentation.
- Collaborated with multiple departments to improve workflow.
- Supported training and compliance requirements.
- Provided technical support and resolved customer issues.

Regional Property Manager, BSD Investments, September 2018-March 2022
Los Angeles, California

- Managed operations across multiple residential properties.
- Oversaw leasing, rent collection, and occupancy.
- Increased revenue through rent adjustments and cost control.
- Managed budgets, leases, and eviction processes.
- Coordinated renovations, maintenance, and vendors.
- Conducted property inspections and maintained property standards.
- Reviewed rental applications and conducted background checks.
- Negotiated vendor contracts and service agreements.

Beauty Advisor, Macy's, June 2017-August 2018

Sherman Oaks, California

- Advised customers on skincare, makeup, and beauty products.
- Demonstrated makeup techniques and personalized product recommendations.
- Stayed current on beauty trends and new product launches.
- Managed inventory, restocking, and product displays.
- Collaborated with the team to meet sales goals and promotions.
- Handled cash registers, transactions, and daily drawer balancing.

LANGUAGES

- English
- Armenian

EDUCATION AND TRAINING

Keratin Hair Extensions, Hair By Anton August 2026 - August 2026

Master Makeup Course, Vanity Makeup School March 2026 - March 2026

High School Diploma

AGBU Alex & Marie Manoogian School, Southfield, MI January 2014

Cosmetology

Michigan College of Beauty, Troy MI