



# ALMA JIMENEZ

Community Manager

SPECIALIZATION  
PROPERTY MANAGEMENT

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Corporate ID: 01527819

## PROFILE

Alma Jimenez serves as Community Manager for Barcelona and Seville Apartment Homes in Anaheim, California, where she represents Lee & Associates Pasadena Commercial Property Management with professionalism, compassion, and a strong commitment to resident service. In this role, Alma oversees day-to-day on-site operations, serving as a central point of communication among tenants, vendors, and management to ensure communities operate smoothly and efficiently.

Alma is responsible for conducting property tours and coordinating closely with prospective tenants, from initial inquiry through move-in. She assigns and schedules maintenance requests, coordinates vendors, keeps residents informed throughout the process, and ensures all work is completed to standard. Using AppFolio, Alma processes rent payments, issues receipts, and manages essential property management functions with accuracy and organization. Known for her responsiveness and reliability, she is always willing to assist residents and remains flexible in handling emergencies as they arise.

As a Community Manager, Alma provides immediate support while serving as a trusted onsite representative for ownership and Lee & Associates Pasadena Commercial Property Management. Her proactive approach, attention to detail, and genuine care for residents contribute to a positive community environment and reinforce the firm's commitment to high-quality property management and service excellence.

## COMMUNITY INVOLVEMENT

Dios De Pactos Church, Leadership and Youth Coordinator

Love Community Outreach, Volunteer

## LANGUAGES

Fluent in English and Spanish