

Voit Real Estate Services

Brandy Dumas

Property Management Administrative Assistant

CAREER SUMMARY

As a Property Management Administrative Assistant in Las Vegas, Brandy Dumas is part of the Asset Services team and acts as an Owners' liaison for each property in oversight, inspections, and tenant relations. She assists in vendor relations, insurance requirements, tenant communications, organization and team efficiencies.

Voit Real Estate Services is a full-service commercial real estate company that provides a single-point service for properties and portfolios, including asset services, brokerage, development, property management, construction management, and strategic planning, as well as financial modeling, financial reporting, entitlement work, and development of exit strategies.

Brandy has 2 years of property maintenance experience and 7 years of operations support with previous companies such as Metcalf Property Maintenance, Inc., Zephyr Partners, Inc., Burke & Associates and Philip Homes / Epic Development. She brings experience in vendor relations, leasing and record keeping to assist in smooth property operations.

EDUCATION & AFFILIATIONS

Brandy graduated from DeVry University with her Bachelor of Science in Technical Management and also holds an Associate of Applied Science in Office Administration.



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Voit

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