



Jasmine Ni

Contact

Phone



Email



Address



2013

Bachelor of Science
Benedictine University
International Business

Expertise

- Kitchen & Bath Design
- Property Management
- Interior Design
- Management
- Accounting
- Project Management
- Entrepreneurship

Language

English

Mandarin

Cantonese

● Property Manager

Windfall Group, LLC | Aurora, IL | 2014 - Present



- Oversee the daily operations of the property, ensuring efficient management and optimal tenant satisfaction.
- Coordinate and manage all maintenance and repair requests, ensuring timely resolutions and maintaining property standards.
- Supervise Accounts Payable and Receivable, ensuring accuracy and on-time payments, while maintaining financial records.
- Address and resolve tenant concerns and complaints promptly, ensuring a high level of tenant retention and satisfaction.
- Draft, negotiate, and enforce lease agreements in compliance with legal standards, protecting both property interests and tenant rights.

Windfall Rockville
Windfall Plaza Plainfield

Windfall Plaza
Windfall Elk Grove

Windfall Plaza Beverly

● Director of Project Management/Procurement

Pacific Square, LLC | Aurora, IL | 2017 - Present



- Lead and manage all phases of real estate development projects, from planning and design to construction and delivery.
- Oversee procurement processes, negotiating contracts with vendors, suppliers, and contractors to secure the best terms and pricing.
- Manage risk assessments, identify potential issues, and implement solutions to avoid project delays and cost overruns.
- Ensure compliance with local regulations, zoning laws, safety standards, and environmental guidelines.
- Communicate regularly with senior leadership and stakeholders on project progress, milestones, and key performance metrics.
- Streamline procurement procedures, achieving cost savings and improving project efficiency.
- Assisting in organizing events at the development sites, such as ground-breaking ceremonies, grand openings, and community cultural celebrations.

Pacifica on Golf
Pacifica on Green

Pacifica Kenner
Pacifica Fairfax

Pacifica Mall Burnsville
Pacifica Square Burnsville

Pacifica Doraville

● General Manager

Cabinets & Granite Direct, LLC | Aurora, IL | 2014 - Present



- Responsible for the overall performance, profitability, and operations of the retail showroom.
- Manage showroom activities, worked closely with contractors
- Stay current with design trends and customer buying habits to optimize product offerings and customer experience.
- Develop and maintain product selections, working closely with designers to streamline ordering processes.
- Provide product knowledge, support, and training to design staff to enhance their sales effectiveness and product expertise.

● General Manager

Golden Homes Midwest, LLC | Aurora, IL | 2017 - 2023



GoldenHome

- Manage inventory and supply chain operations to ensure product availability and timely deliveries.
- Assist in opening new dealer accounts and provide ongoing support to existing accounts.
- Handle customer service inquiries, process orders, and maintain strong dealer relationships.
- Oversee production and warehouse quality control to ensure product standards are met.
- Develop marketing materials and display programs to promote dealer sales.
- Accountable for the overall profitability of the wholesale business.



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2013

Bachelor of Science
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Hobbies

- Traveling
- Painting | Arts & Crafts
- Hiking | Gym
- Management
- Accounting
- Project Management

Community

CASL

CAWA

Global Friendship Exchange Foundation

Jasmine Ni

● Founder & Owner

Bellaviva LLC | Aurora, IL | 2020 - Present



- Established and launched a successful startup nail salon specializing in natural nails and waterless pedicures, creating a unique and pampering atmosphere for clients.
- Led all aspects of business development, from concept creation and salon design to operational planning and execution.
- Managed Human Resources functions, including hiring, recruiting, and training all new staff members to ensure high-quality service.
- Handled Accounts Receivable (AR) and Accounts Payable (AP), overseeing financial transactions and maintaining accurate financial records.
- Developed and executed marketing strategies, including social media management and content creation, to build brand awareness and attract new clients.

● Principal & Owner

Salon & Spa Holdings, LLC | North Aurora, IL | 2013 - Present



- Provide strategic support as a silent partner, meeting regularly with the partner to review overall salon performance, financial health, and growth opportunities.
- Offer insights and guidance on high-level business strategy, ensuring alignment with long-term goals and industry trends.
- Act as an advisor for major business decisions, contributing to the salon's direction and operational improvements while maintaining a hands-off role in day-to-day management.
- Review financial reports and key performance metrics to support data-driven decision-making and promote sustainable business growth.

● Owner & Managing Partner

Advance PMU Cosmetics Inc. | Aurora, IL | 2024 - Present



- Co-manage a women-owned spa specializing in Hair Scalp Treatments, Lash Extensions, Waxing, ASMR Ear Wax services, Semi-Permanent Makeup, Facials, and more.
- Develop and implement social media and content marketing strategies, creating engaging posts to promote services, attract new clients, and strengthen the brand's online presence.
- Support reputation management by actively monitoring and responding to customer feedback, maintaining high ratings, and cultivating positive relationships to reinforce trust and loyalty among clients.
- Cultivate a unique brand identity that showcases the spa's innovative services and commitment to wellness, contributing to sustained growth and customer loyalty.

● Franchisee Owner

Two Hands Corn Dogs, LLC | Aurora, IL | 2024 - Present



- Spearheaded full build-out of the franchise location from scratch, coordinating with contractors, architects, and suppliers to bring the vision to life.
- Managed all communications with the City of Aurora to ensure regulatory compliance and obtain necessary permits, contributing to a smooth and timely construction process.
- Oversaw procurement of all furniture, fixtures, and equipment, ensuring alignment with brand standards and operational requirements.
- Established all vendor accounts for opening operations, handling orders, deliveries, and contracts to ensure a seamless launch.
- Maintained continuous communication with the franchisor, adhering to guidelines and incorporating best practices to align with brand standards.
- Recruited, hired, and trained staff to deliver exceptional customer service, creating a team culture focused on quality, consistency, and the Two Hands brand experience.

● Franchisee Owner

TE'AMO Pincrest, LLC | Cleveland, OH | 2024 - Present



- Assist with construction build-out, collaborating with contractors and the property management team to ensure timely and cost-effective completion.
- Lead procurement and ordering of Furniture, Fixtures, and Equipment (FFE) for the new location, ensuring all items meet brand standards and operational needs.
- Communicate and negotiate with the landlord to ensure compliance with lease terms and smooth operations during the build-out process.
- Maintain brand consistency across all aspects of the business, including product offerings, marketing, and customer experience.