

PROFILE

Jennifer LeBlond

Maintenance Coordinator, CPM



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SPECIALTIES

Tenant Relations, Customer Service

PROFESSIONAL EXPERIENCE

As Maintenance Coordinator at Compass Commercial Real Estate Services, Jennifer LeBlond manages the full work order lifecycle across a diverse portfolio of commercial properties throughout Central and Western Oregon. She oversees daily work order intake, technician assignment, labor monitoring, and priority coordination for a team of maintenance technicians and day porters, ensuring maintenance requests are completed efficiently and accurately while meeting each property's unique service requirements. Her responsibilities also include managing property inspection scheduling, maintaining operational tracking resources, and developing documentation and workflow tools that support the maintenance department's continued growth. These responsibilities align with her role coordinating maintenance operations, invoicing, inspections, and technician workflows for Compass's commercial portfolio. Jennifer also manages invoicing and financial reporting for more than 20 contracted properties, generating monthly invoices for porter services, inspection fees, service charges, and materials. She oversees weekly billing batch submissions, prepares reporting communications for the property management team, and coordinates receipt reconciliation with the finance department to ensure accurate and timely billing.

Prior to joining Compass Commercial in 2026, Jennifer worked as a Construction Project Coordinator, where she managed project documentation, budgeting, scheduling, and communication between owners, architects, and contractors. She also has experience in residential real estate sales and customer service, giving her a well-rounded understanding of property operations and client relations. Jennifer's strong organizational skills, attention to detail, and process-driven approach make her an invaluable resource for both the maintenance team and property managers.

COMMUNITY INVOLVEMENT & INTERESTS

In her spare time, Jennifer loves to be with her family and pets, she has one dog and two cats. In addition to liking live music, she also sings jazz and blues. She's happy living in Bend with easy access to all the outdoor activities she enjoys.

ACCOMPLISHMENTS & ACCOLADES

- Joined Compass Commercial — 2026

PROFESSIONAL AFFILIATIONS

- Certified Project Manager (CPM®)

