ROBERT SMITH

Assistant Apartment Manager

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SUMMARY

Challenging position with a dynamic corporation, that allows me to keep learning, be creative and focus on teamwork as well as the customer. Invaluable Assets: This independent thinker and outgoing person is driven by a strong work ethic and a focus on customer service. Additional assets include strong analytical, organizational, and interpersonal skills, attention to detail and a proven history of solving complex operational issues.

SKILLS

I have also worked as a payroll clerk, shipping clerk, cashier and quality control inspector in a processing plant.

WORK EXPERIENCE

Assistant Apartment Manager

ABC Corporation - January 2003 – January 2007

- Managed daily operations of running 4 building and 45 units.
- Collection of rent and delinquent accounts.
- Settled all the payment issues in an extremely careful manner.
- Visited the corporations office on a regular basis to check updates in the apartment policies.
- Took initiative to perform festivals, fun games and other celebration activities Performed a periodic checking and servicing of internal network systems as such water, gas and electricity.
- Discussed policies and terms with tenants as agreed upon.
- Scouted for potential tenants whenever there is a vacancy.

Apartment Manager

ABC Corporation - 2002 – 2003

- i was an apartment manager for this company for some time working on channelview estates on sheldon rd.
- in channelview tx.
- i was then transferred by tom perry to another of their properties, cedar square in dallas, texas where i managed for sometime with near 100% occupancy and new innovative ideas i came up helped to keep that level.
- my ex wife jeanie worked with me there and we also were a team for harold farb at his broadway location then we were transferred to his chimney rock apartments where we worked for some time.
- jeanie and i have since divorced with here pursuing her career in real estate with good references from these companies and napoleon square where she was the manager when we met.
- i am left on my own again and open for job offers.
- you can contact me at 501-681-2468 for an appointment to interview..

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SCHOLASTICS

- High School Diploma - (Gardena High School - Gardena, CA)

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