ROBERT SMITH

Area Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

I am currently looking for an advanced level position with a company that will allow me to utilize my talent in both customer service and business management, while enhancing my professional skills.

CORE COMPETENCIES

CONTRACTS & BUDGETS, CLIENTS, ONESITE, Project Management, Microsoft Office, Word, Collections

PROFESSIONAL EXPERIENCE

Area Manager

Ledic Realty Company, LLC - October 2010 – September 2017

Key Deliverables:

- Accountable for all aspects of the day to day operations of multiple assigned properties, which consists of LIHTC, conventional, senior, and PBRA.
- Ensure that all physical aspects of the properties are at all time fully functional and maintained.
- Frequent interaction with residents, proactively responding to their needs; focus on relationship development and resident retention.
- Achieve the highest possible net operating income through implementation of effective cost control.
- Understand and maintain strict adherence to state and Federal fair housing laws.
- Communicate effectively with site staff members and ensure compliance of all personnel policies and procedures.
- Promote and teach safe work practices and ensure all safety of site and the occupants.

Area Manager

Dooly County Justice Center - November 2008 – January 2013

Key Deliverables:

- Ensure that all physical aspects of the properties are at all time fully functional and maintained.
- Frequent interaction with residents, proactively responding to their needs; focus on relationship development and resident retention.
- Achieve the highest possible net operating income through the implementation of effective cost control.
- Understand and maintain strict adherence to state and Federal fair housing laws.
- Communicate effectively with site staff members and ensure compliance of all personnel policies and procedures.
- Promote and teach safe work practices and ensure all safety of site and the occupants.
- Perform regular inspections of managed properties, which includes DCA, REAC, and third party audits as requested by clients.

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EDUCATION

- B.S. in Business Administration - November 2011(American Public University)Diploma in Marketing - (South Georgia Tech.College - Cordele, GA)

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