



AMELIA MOORE

Assistant Community Director

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PROFESSIONAL SUMMARY

Experienced community management professional with 7 years in enhancing resident satisfaction and engagement. Expertise in operational efficiency, strategic planning, and relationship building has consistently driven occupancy rates and fostered community growth. I am dedicated to creating vibrant, inclusive environments that support resident well-being and participation.

WORK EXPERIENCE

Assistant Community Director

Blue Sky Innovations

📅 Mar / 2020-Ongoing

📍 Chicago, IL

1. Facilitated the successful launch of a \$20 million new construction community, managing all aspects of the opening.
2. Directed leasing staff and developed marketing strategies to enhance property visibility and competitiveness.
3. Oversaw rent collection, managed resident delinquencies, and handled evictions and legal notices efficiently.
4. Prepared comprehensive month-end reports covering financial performance, occupancy forecasts, and renewals.
5. Evaluated and approved applicants, ensuring compliance with qualifying criteria.
6. Coordinated maintenance requests for units and common areas, ensuring timely resolutions.
7. Developed and implemented community programs to enhance resident engagement and satisfaction.

Assistant Community Director

Crescent Moon Design

📅 Mar / 2018-Mar / 2020

📍 Portland, OR

1. Delivered exceptional customer service, managing move-ins and move-outs effectively while ensuring a smooth transition for residents.
2. Executed lease agreements for new and renewing residents, ensuring all documentation was accurate and complete.
3. Conducted daily marketing efforts across multiple platforms, including online listings.
4. Maintained accurate financial records, including daily deposits and transaction logs.

EDUCATION

Bachelor of Arts in Business Administration

University of California

📅 Mar / 2016 - Mar / 2018

📍 Denver, CO

Focused on management principles and community development strategies.

SKILLS

Volunteer Coordination



Operational Management



Problem Solving



Microsoft Word



Market Analysis



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Russian



Swahili

ACHIEVEMENTS

★ Achieved a 15% increase in occupancy rates through targeted marketing initiatives.

★ Implemented a resident feedback program that improved satisfaction scores by 20%.