



MASON WILSON

Assistant Community Manager

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PROFESSIONAL SUMMARY

Results-driven Assistant Community Manager with a strong background in customer service and community development. Experienced in managing resident communications, organizing community events, and assisting with lease administration. Adept at resolving conflicts and building relationships with residents to enhance satisfaction. Passionate about creating a welcoming atmosphere and supporting the overall goals of the community.

WORK EXPERIENCE

Assistant Community Manager

Blue Sky Innovations

📅 Jan / 2019-Ongoing

📍 Chicago, IL

1. Verify income and manage application tracking for prospective tenants.
2. Conduct thorough applicant screenings to ensure compliance with tenancy standards.
3. Audit tenant files and communicate any discrepancies to the program manager.
4. Promoted a sense of community through outreach and relationship-building.
5. Assist in managing a community comprising nearly 350 apartment homes.
6. Communicate effectively with landlords regarding property and tenant matters.
7. Ensure timely rent collection and reconciliation in accordance with regulations.
8. Analyze rental pricing strategies for competitive positioning.

Assistant Community Manager

Silver Lake Enterprises

📅 Jan / 2015-Jan / 2019

📍 Seattle, WA

1. Conduct property tours for prospective tenants, explaining lease terms and local amenities.
2. Oversee collection of rents and payment of operational expenses, ensuring accuracy.
3. Regularly inspect property grounds and facilities to identify maintenance needs.
4. Address tenant complaints and resolve disturbances in accordance with management policies.

EDUCATION

Bachelor of Arts in Business Administration

University of California, Berkeley

📅 Jan / 2012 - Jan / 2015

📍 Santa Monica, CA

Focused on management principles and community engagement strategies.

SKILLS

Marketing Communication



Administrative Skills



Research Skills



Attention To Detail



Interpersonal Skills



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

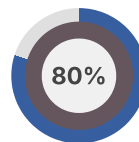
😊 Politeness

🚩 Determination

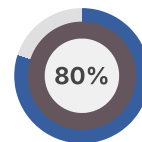
🚀 Ambition

✅ Dedication

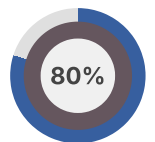
LANGUAGES



English



Dutch



Arabic

ACHIEVEMENTS

★ Implemented a new resident feedback system, increasing satisfaction scores by 20%.

★ Streamlined lease administration processes, reducing processing time by 30%.