

# ROBERT SMITH

## Associate Property Manager

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

### SUMMARY

Results-driven Associate Property Manager professional with practical experience in commercial property real estate. Well experienced at managing multiple responsibilities, setting priorities, communicating with others, and handling demanding situations. RPA and FMA designation from BOMI International.

### CORE COMPETENCIES

Microsoft Outlook, Word, Powerpoint, Excel, MRI, Ebix, Nexus,.

### PROFESSIONAL EXPERIENCE

#### Associate Property Manager

**ABC Corporation - December 2007 – August 2013**

##### Key Deliverables:

- Managed a class A project in Woodland Hills that consisted of 2 buildings with approximately combined 232,034 SF with 70 tenants managing tenant relations and operations of commercial facilities, both on site and off -Prepare Variance Reports accordingly (track budget expenses monthly to minimize variances).
- Managed monthly expense budgets totaling \$2.9M.
- Prepared Lease Commencement, Lease Expiration, and Accounts Receivable Reports.
- Processed annual CAM (Operating Expense) reconciliation.
- Assisted in overseeing and completing over \$3M of Capital Expense projects within 2 years which included restroom renovations, corridor upgrades, lighting retrofit, garage top deck coating and courtyard yard renovations.
- Assisted Tenant Improvement projects including but not limited to tracking vendor work and communicating with tenants.
- Processed Move In and Move Outs.

#### Associate Property Manager

**Delta Corporation - 2004 – 2007**

##### Key Deliverables:

- Supervised day-to-day property and tenant management functions for the Southern region, coordinating staff scheduling and activities across all .
- Cultivated positive relations with residents to sustain occupancy rates and minimize property related risk associated with damage and failure to pay .
- Oversee operations at various apartment communities and supervise field staff.
- Skills Used Knowledge of USDA Housing Programs- HUD, RD, LIHTC sites, great interpersonal skills, fast learner, experience with Microsoft Office .
- Performed property maintenance and cleaning.
- Assisted with office paperwork, including serving seven-day notices to quit (eviction notices) as needed.

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- Additional Skills & Certifications Spanish, conversational fluency Completed four semesters of college Spanish Real Estate Salesperson, State of .

### EDUCATION

- GED