



Ava Davis



Commercial Property Manager

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PROFESSIONAL SUMMARY

Highly skilled Commercial Property Manager with over 5 years of experience in overseeing multi-tenant properties, enhancing operational efficiency and tenant satisfaction. Expertise in financial analysis, lease negotiations, and maintenance management, driving profitability and asset value.

WORK EXPERIENCE




Jr. Commercial Property Manager  Jan / 2021-Ongoing  Denver, CO
WidgetWorks Inc.

- 1. Served as the primary point of contact between senior management, tenants, and service providers to ensure seamless communication and prompt resolution of issues.
- 2. Assisted in managing a portfolio of Class A and B commercial office buildings, totaling 300,000 square feet across 15 properties.
- 3. Generated and analyzed weekly reports on lease renewals, vacancies, and tenant delinquencies to inform management decisions.
- 4. Maintained comprehensive and organized records for all financial transactions, ensuring easy access to critical documents.
- 5. Conducted property tours and facilitated leasing of available spaces, achieving significant occupancy rates.
- 6. Coordinated maintenance services, ensuring timely repairs and high tenant satisfaction.
- 7. Implemented a proactive maintenance schedule, leading to a 30% reduction in emergency repair calls.

Commercial Property Manager  Jan / 2020-Jan / 2021  Phoenix, AZ
Cactus Creek Solutions

- 1. Established and nurtured positive relationships with tenants to enhance satisfaction and retention.
- 2. Collaborated with key stakeholders to address and resolve operational issues efficiently.
- 3. Managed tenant work orders and coordinated with engineering teams for timely resolutions.
- 4. Oversaw the organization and maintenance of lease files and associated documentation.
- 5. Negotiated lease terms and conducted tenant move-in/out processes, ensuring compliance with agreements.
- 6. Accountable for financial reporting, including accounts receivable and budgeting for operational expenses.

EDUCATION

Bachelor of Science in Business Administration  Jan / 2019  Jan / 2020  Chicago, IL
University of Central Florida

Focused on real estate management and finance, providing a strong foundation in property management principles.

SKILLS



INTERESTS

-  Gaming
-  Fashion
-  Film
-  Technology

STRENGTHS

-  Fairness
-  Flexibility
-  Forward-thinking
-  Gratitude

LANGUAGES



ACHIEVEMENTS

- ★ Increased tenant retention rate by 20% through effective relationship management.
- ★ Reduced operational costs by 15% by implementing a comprehensive maintenance plan.
- ★ Successfully managed a portfolio of over 500,000 square feet of commercial properties, achieving a 95% occupancy rate.