Robert Smith

Community Consultant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Responsible for Immediating material care: Direct and/or funding support to provide temporary needs such as trauma-informed medical care, food, clothing, or emergency and safe shelter as necessary.

WORK EXPERIENCE

Community Consultant

ABC Corporation - December 2013 – January 2016

Responsibilities:

- Conducted tours of the property with prospective residents and educate them on floor plans, amenities and surrounding areas.
- Addressed and resolved resident issues.
- Responsible for market survey and weekly renewals.
- Processed annual recertification of 50 residents on the affordable program.
- Covered the responsibilities of the Sales and Service Supervisor at Avalon Thousand Oaks Plaza for two months during the absence of their Sales & Service Supervisor.
- Scheduled, conducted, and followed up on community tours while highlighting features and benefits of the property.
- Processed applications and prepared all lease-related documents prior to new resident move-in.

Community Consultant

Delta Corporation - 2011 – 2013

Responsibilities:

- Participated in a program connecting nonprofit organizations with student consultants.
- Served as a community consultant for Center for Independent Futures, a nonprofit dedicated to helping people with disabilities.
- Along with a group of students I analyzed information about the nonprofit crowdfunding market, developed a crowdfunding strategy for CIF and authored .
- Networked with other social service agencies to provided volunteer jobs for clients with mental disabilities Partnered with staff to develop.
- Generate interest in the community by touring the property with prospects and answering questions about the amenities, local community, and other.
- Drive the lease closing process by highlighting the quality of the community and the amenities available at the property.
- Assist prospects in qualifying for an apartment home by collecting appropriate information and initiating background checks.

SKILLS

Working on computers, Electronic Records, filing charts.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

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