

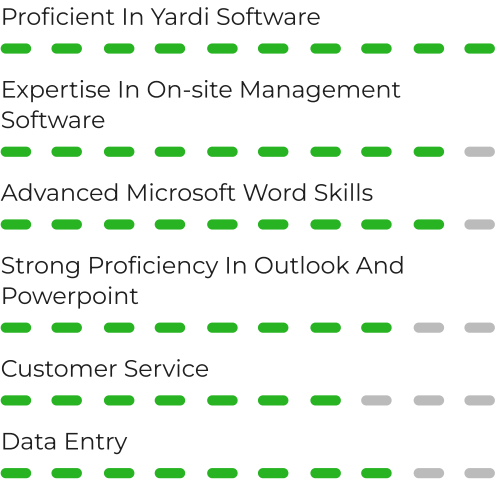


# EMMA JOHNSON

Real Estate Leasing Consultant

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📍 Los Angeles  
🌐 www.qwikresume.com

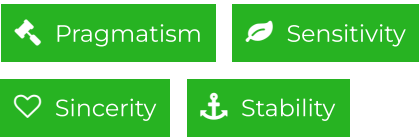
## SKILLS



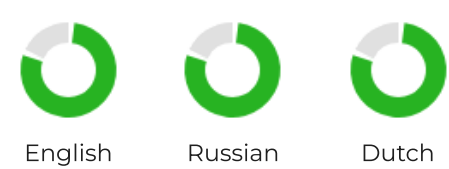
## INTERESTS

- 🦋 Birdwatching 🧳 Traveling
- 🏊 Sports Coaching 🧶 Knitting

## STRENGTHS



## LANGUAGES



## ACHIEVEMENTS

- 🌟 Increased tenant satisfaction scores by 20% through proactive communication and service enhancement.
- 🌟 Achieved a 15% improvement in occupancy rates by implementing targeted marketing strategies.

## PROFESSIONAL SUMMARY

Enthusiastic Leasing Consultant with two years of experience in property leasing and tenant engagement. Skilled in lease agreements, tenant communication, and market analysis to drive occupancy rates. Passionate about fostering positive resident experiences and enhancing property appeal through effective marketing strategies.

## WORK EXPERIENCE

- Real Estate Leasing Consultant** 📅 Apr / 2024-Ongoing  
**Seaside Innovations** 📍 Santa Monica, CA
1. Regularly updated online listings to ensure accurate representation of properties, prices, and amenities.
  2. Managed multi-line phone systems, handling inquiries and scheduling appointments efficiently.
  3. Facilitated lease completions, renewals, and compliance with pet agreements and eviction notices.
  4. Worked independently while providing support to the Property Manager on various tasks.
  5. Collaborated with Sales, Operations, Finance, and Maintenance to ensure smooth operations.
  6. Identified and resolved customer issues, enhancing overall satisfaction levels.
  7. Engaged with clients to gather feedback and implement service improvements.

- Leasing Coordinator** 📅 Apr / 2023-Apr / 2024  
**Silver Lake Enterprises** 📍 Seattle, WA
1. Leased apartments to qualified prospects within a 436-unit community in Orlando, FL.
  2. Conducted property tours for both scheduled and walk-in visitors to showcase amenities.
  3. Prepared and processed new leases and sent timely renewal notifications.
  4. Employed LRO (Lease Rent Option) for accurate daily rental rate adjustments.
  5. Performed daily data entry in Yardi, tracking traffic and service requests efficiently.
  6. Executed outreach marketing strategies to local businesses and conducted market surveys.

## EDUCATION

- Associate of Science in Business** 📅 Apr / 2022-Apr / 2023  
**Florida State College** 📍 Toronto, ON
- Focused on business principles, marketing strategies, and customer relations.