

Management Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

To obtain a position in a professional environment where can apply of success in property management.

Skills

Organized, Analytical Skills.

Work Experience

Management Specialist

ABC Corporation - March 2007 - February 2009

- Provided customer service to current residents and potential clients.
- Managed move-ins, lease renewals, and move-outs.
- Executed all leases for move-ins and renewals.
- Processed rent collection and evictions for units.
- Resolved resident issues and concerns on a daily basis.
- Established good rapport between residents, management, the community, and other staff members.
- Reviewed, explained, and enforced lease rules and regulations.

MANAGEMENT SPECIALIST

ABC Corporation - 2003 - 2007

- Responsible for reviving 80 unit residential property into generating increase of \$150,000 income per year.
- Successfully increased occupancy from low 80s to 100%.
- Increased monthly income, improved tenant base, curb appeal, tenant retention,.
- Developed and implemented annual property budget, prepared annual reports, rent collections, bank deposits, coordinated maintenance work orders.
- Gathered and analyzed information on competition and the economy.
- Provided integrity, commitment to excellence..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

- 1995(Olive Harvey Community College)