

ROBERT SMITH

Property Management Assistant I

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

SUMMARY

To obtain a position and utilize my experience and skills for the successful completion of each job task. Abilities Ability to apply common sense understanding in order to carry out detailed and sometimes involved written or oral instructions. Ability to deal with problems involving a few concrete variables.

CORE COMPETENCIES

Administrative Assistant, leasing agent, Collections.

PROFESSIONAL EXPERIENCE

Property Management Assistant I

Centrock Corporation - October 2013 – 2019

Key Deliverables:

- Responsible for communicating with tenants, vendors, inspectors, insurance brokers, city officials, lender representatives & various other contacts to manage commercial properties in the tri-state area.
- Negotiate with vendors to modify service terms and control repair costs while maintaining good vendor relations.
- Address emergency situations, such as pipe bursts and power outages, in a calm & professional manner.
- Oversee & coordinate tenant improvement projects and common area renovations.
- Create quarterly reports by reviewing budget variances, assist the Property Manager in preparing annual budgets and run rent rolls and delinquency reports using Skyline property management software.
- Handle administrative duties, including filing service contracts, leases, inspection certificates, insurance policies, enter invoices into payment software, etc.
- Meet with the Property Manager & CEO weekly to review the status of ongoing repairs, maintenance & improvement projects.

Property Management Assistant

ABC Corporation - 2012 – 2013

Key Deliverables:

- Interfaced with patients to assess immediate needs and schedule appointments, showings, or follow-ups.
- Provided administrative support to property managers for multiple properties.
- Assisted Property Manager with advertising, marketing and promoting properties by conducting unit, move-in and move-out showings and screening apartment interviewees.
- Designated to collect rents and make deposits for related properties.
- Interfaced with tenants to collect delinquent rents and coordinate payment arrangements that increased revenues by 10%.

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- Served as liaison for clients regarding complaints and maintenance requests coordinating with contract vendors for repairs and service and collaborating with office manager as required.
- Adhered to local, county and community ordinances, laws and homeowner rules and regulations..

EDUCATION

- B.S. in Atmospheric Science - (Cornell University, College of Agriculture and Life Sciences)