

ROBERT SMITH

Property Management Assistant II

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Phone: (0123)-456-789

SUMMARY

Skilled communicator, Detail-obsessed, Identifies resources to generate solutions, Solves problems before they arise, Writes clearly and concisely, Prioritizes client needs, Persuades others, Produces functional, accessible explanations from even the most complex data.

SKILLS

Property Management, Construction, Tenant Relations, Contract Administration, Budget Management, Accounts Receivable, Accounts Payable.

WORK EXPERIENCE

Property Management Assistant II

ABC Corporation - February 2000 – November 2007

- Assisted property management team in promoting, establishing and maintaining positive relations with the tenants, contractors, and owners in the day-to-day operations.
- Areas of responsibility included tenant services coordination; construction administration; contract administration and budget management.
- Worked closely with building maintenance staff, vendors and contractors to ensure efficient response to tenant requests, delivery of services and maintenance of the property.
- Provided administrative support in the preparation of annual budgets, forecasts and monthly operating reports.
- Coordination and monitoring of tenant improvements and capital construction projects.
- Reviewed and approved Certificates of Insurance for tenants, vendors and contractors.
- Prepared and processed invoices, purchase orders, and service order agreements.

Property Management Assistant

ABC Corporation - 1999 – 2000

- Provided daily administrative assistance to the Property Manager/General Partner.
- Coordinated the move-in and vacating procedures for all retail tenants.
- Assisted the marketing director with monthly marketing meetings with tenants.
- Assisted with preparation and travel arrangements to large leasing conventions.
- Implemented a preferred shoppers program.
- Prepared leasing proposals for the lease administrator.
- Provided a safe and well-managed environment for tenants and shoppers..

SCHOLASTICS

- A.A.S. in Liberal Arts - (New York City Technical College)