

ROBERT SMITH

Property Management Assistant/Associate

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To obtain a position and utilize my experience and skills for the successful completion of each job task. 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.

DECEMBER 2015 - 2019

PROPERTY MANAGEMENT ASSISTANT/ASSOCIATE - WALNUT MANAGEMENT

- Process apartment applications and lease renewals by accurately completing all related paper work.
- Complete guest cards and traffic information as needed.
- Create resident files by including all related paperwork and documentation; properly file away in the appropriate location.
- Print and file all vacancy status report and beginning of the day reports daily.
- Enter, print and distribute work order requests to appropriate maintenance personnel.
- Handle administrative functions to include clerical and reception responsibilities.
- Collect rent from residents and complete receipts.

2011 - 2015

PROPERTY MANAGEMENT ASSISTANT - KELLER WILLIAMS COMMERCIAL REALTY

- Manage apartments, collect rents, bank deposit, update sales listing, create ads for rentals / sales listing, accounts payable / receivable, payroll, work schedules for employees, order equipment for construction currently in progress, request funding reimbursal from lender.
- Bank and credit card reconciliation.
- Ensuring all tenants have paid rent.
- Keeping tenants happy by providing good customer service, ex Meeting their home repair requests in a timely manner.
- The construction progress Ordering & buying supply, equipment, getting subcontractors, ensuring timely pay in order to see progress & advancement in construction.
- Work with lender & fund control to receive large amounts of reimbursal.
- Skills Used Organization, time management, multitasking, reconciliation, analyzing critical situations, scheduling; employees & subcontractors, MS word & excel, & second language; Spanish.

EDUCATION

High School Diploma in General - (Whittier High School - Whittier, CA)

SKILLS

Accounts Receivable, Accounts Payable, Accounting, Painting, Customer Service, art, Computer Skills, Computer Skills, Word, Excel, Excellent Communication Skills, Excellent Customer Service, Bilingual, Team Player, tutor, Adobe Photoshop, Computer Skills, Cleaning.