

ROBERT SMITH

Property Manager Assistant/Associate

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Started working since age of 15 and has a lot of experience in the working filed. Able to multi-task and is a very hard worker and can overcome a lot of pressure.

EXPERIENCE

Property Manager Assistant/Associate

CHAMPION REAL ESTATE SERVICES - APRIL 2014 - 2019

- Compose application, lease, and tenant change.
- Set up of electronic database for all the residential, personnel and commercial files.
- Manage both the electronic database and the paper files.
- Entering of accounts receivables and working knowledge on entering the accounts payables.
- Balancing of all bank statements, analysis spreadsheets, rent rolls, closings, and cash receipts.
- Working knowledge in the application of open credit.
- Conduct research regarding properties for sale Assist with property clean outs, painting, etc.

Property Manager Assistant

ABC Corporation - 2013 - 2014

- As the Property Management Assistant I am responsible for overseeing the entire property maintenance schedule while staying in constant contact with owner, tenants, numerous HOAs, vendors and home warranty companies.
- Prior to my coming on board with Hampton & Hampton there was not a maintenance system in place that allowed for all maintenance to be streamlined and effective.
- Upon implementation of my system at our Orlando office the company also implemented it at the Melbourne office as well.
- Also processed new tenant applications as well as HOA applications.
- Have been able to fill multiple positions within the office which has allowed me to expand my understanding and knowledge of property management.
- My goal is to become a Property Manager for a goal driven team oriented company.
- Responsible for processing leasing applications for multiple property managers Coordinated all maintenance for over 700 properties Developed a great rapport with all vendors to help ensure timely service and that the job was done correctly the first time.

EDUCATION

- NURSING - August 2011(University of Louisiana at Lafayette - Lafayette, LA)

SKILLS

Microsoft Office including word and excel, organization, multitasking, prioritizing, communication, initiative and problem solving abilities.,.