



# CHARLOTTE HARRIS

Portfolio Property Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Property Coordination



Collaboration And Team Leadership



Strategic Planning



Negotiation Skills



Market Research



Property Development



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

👉 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



French



Swahili

## ACHIEVEMENTS

★ Increased tenant retention rates by 25% through enhanced engagement programs.

★ Successfully managed a portfolio of 30 residential properties, achieving a 15% increase in rental income.

## PROFESSIONAL SUMMARY

Experienced Portfolio Property Manager with a decade of comprehensive expertise in managing diverse property portfolios. Proficient in optimizing operational performance, enhancing tenant relations, and ensuring regulatory compliance. Committed to driving profitability and community engagement through strategic management practices, I consistently maximize property value and tenant satisfaction.

## WORK EXPERIENCE

### Portfolio Property Manager

📅 Apr / 2019-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Developed and executed community engagement programs that fostered resident satisfaction in Senior Housing Apartments.
2. Traveled for training to enhance property management skills and operational efficiency.
3. Collaborated with team members to drive successful property management initiatives.
4. Achieved financial goals through effective rent collection strategies and delinquency management.
5. Assisted with budget management and bookkeeping to ensure financial accuracy.
6. Worked closely with leasing teams to enhance property marketing and tenant acquisition.
7. Maintained thorough documentation of property operations and compliance standards.

### Real Estate Property Manager

📅 Apr / 2015-Apr / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Managed a 25-unit residential complex, overseeing tenant selection and lease agreements.
2. Individually managed multiple real estate rental properties, maximizing rental income.
3. Utilized strong interpersonal skills to assist families in securing their ideal homes.
4. Supervised a team of three employees to ensure high standards of property maintenance.
5. Handled all aspects of client interactions and service requests professionally.
6. Coordinated maintenance and operational activities for 30 apartment buildings.

## EDUCATION

### Bachelor of Science in Business Management

📅 Apr / 2012-Apr / 2015

University of Virginia

📍 Denver, CO

Focused on real estate management and finance, providing a strong foundation for property management practices.