



HARPER LEWIS

Rental Agent - Counter Services

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PROFESSIONAL SUMMARY

Enthusiastic Rental Agent with 5 years of experience specializing in property management and tenant relations. Proven expertise in optimizing rental processes, conducting property viewings, and negotiating lease agreements. Passionate about providing outstanding customer service and ensuring a seamless rental experience for clients and landlords alike.

WORK EXPERIENCE

Rental Agent - Counter Services

📅 Feb / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Recommend and provide expert advice on a diverse range of rental properties and services.
2. Address and resolve customer inquiries, ensuring clarity on procedures and policies.
3. Maintain clean and organized rental office spaces, enhancing the customer experience.
4. Prepare and process customer invoices accurately, ensuring timely payment collection.
5. Manage documentation for rental agreements and damage claims efficiently.
6. Record and secure all collected payments, ensuring compliance with financial protocols.
7. Assist in training new staff on customer service protocols and rental procedures.

Rental Agent

📅 Feb / 2020-Feb / 2021

Summit Peak Industries

📍 Denver, CO

1. Conduct thorough market analysis to determine competitive pricing for rental properties.
2. Create effective marketing plans and advertisements to attract potential tenants.
3. Showcase vacant units to prospective tenants, highlighting key features and amenities.
4. Ensure all listed properties are maintained in pristine condition for viewings.

EDUCATION

Associate of Arts in Business

📅 Feb / 2019-Feb / 2020

Springfield Community College

📍 Phoenix, AZ

Focused on business management principles with coursework in customer service and marketing.

SKILLS

Conflict Resolution



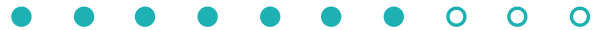
Communication Skills



Time Management



Attention To Detail



Tenant Screening



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Spanish



Polish

ACHIEVEMENTS

⭐ Increased tenant satisfaction ratings by 30% through personalized service.

⭐ Successfully managed over 100 property listings, achieving an occupancy rate of 95%.