ROBERT SMITH

Resident Relations Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A highly energetic individual seeking an opportunity to be an employee at this company. I will uphold daily duties with integrity and be able to adapt to situations that may arise to satisfy the resident.

CORE COMPETENCIES

Excel, Project Management.

PROFESSIONAL EXPERIENCE

Resident Relations Representative
IRVINE COMPANY AUGUST - 2018 – 2022

Key Deliverables:

- Responsible for the daily administrative functions of an apartment project.
- Maintained documents scanning, inventory, communications and record keeping according to Company policies and procedures.
- Monitored resident relations and paperwork to ensure we are audit compliant.
- Interacted with maintenance personnel and vendors to improve the quality of living for residents.
- Experienced with onesite, corrigo, and patio inspections.
- Responsible for the daily administrative functions of an apartment project.
- Promoted positive, proactive resident relations by working to make the living experience of the highest quality Assist in introducing the resident to our apartment procedures Demonstrate initiative, personal awareness, professionalism, and integrity and exercised confidentiality in all areas of performance Project a professional image and demeanor.

Resident Relations Representative
Delta Corporation - 2008 – 2013

Key Deliverables:

- Received outstanding evaluations, from manager, citing excellent customer service.
- Coordinate with leasing consultants, maintenance team, construction crew, and vendors to maintain high occupancy levels an
- Currently Resident Relations Representative for Skyline apartment homes.
- Provide professional service at all times and act as liaison between residents and property staff.
- Respond to complaints, follow-up on work orders, and general customer service needs of the property.
- Responsible for collecting rent and other payments/deposits.

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- Posted craigslist ads Sent welcome emails In charge of PacWest/parking violations Assisted with community events Processed resident applications/.

EDUCATION

High School Diploma

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