

Senior Property Manager

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With a decade of experience in property management, I excel in overseeing diverse portfolios, including commercial and residential properties. My expertise lies in enhancing tenant relations, optimizing operational efficiency, and driving revenue growth through strategic initiatives. I am dedicated to maximizing asset value while ensuring compliance and fostering a collaborative environment.

Senior Property Manager

Jan / 2018-Ongoing

📌 Santa Monica, CA

1. Negotiate and manage vendor contracts and service agreements.
2. Conduct regular site inspections, enhancing tenant relations and ensuring compliance with lease agreements.
3. Lead capital project development and implementation, managing budgets and timelines effectively.
4. Perform thorough lease analysis and administration, optimizing tenant retention strategies.
5. Supervise vendor contract negotiations and approvals for building services.
6. Address customer complaints promptly, ensuring high tenant satisfaction levels.
7. Coordinate collections and follow up on delinquent accounts to maintain cash flow.

Jan / 2015-Jan / 2018

📌 Portland, OR

1. Supervise and mentor four property managers overseeing sixty residential and retail properties.
2. Conduct training sessions for property managers on company policies and operational procedures.
3. Manage a portfolio of 20 residential properties, focusing on maintenance oversight and tenant relations.
4. Handle accounts receivable and payable, ensuring timely rent collection and lease management.
5. Develop and manage budgets for capital improvement projects, ensuring effective resource allocation.
6. Represent property owners in legal proceedings and municipal meetings effectively.

Bachelor of Arts in Business Management

Jan / 2012-Jan / 2015

📌 Phoenix, AZ

Focused on management principles, financial analysis, and organizational behavior.

Financial Management Systems

Project Management

Communication Skills

Problem Solving



- Increased tenant retention by 15% through enhanced communication strategies.

- 🌟 Successfully managed a \$2M capital improvement project, completed on time and under budget.

- Implemented a new tenant onboarding program that improved satisfaction scores by 20%.