

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

People-oriented property manager assistant with a passion for real estate development. Seeking a position where I can leverage my ability to identify new development opportunities.

Experience

Property manager assistant at R.E.M. Residential - Company / Location

MONTH 2020 - Present

- Acts as a touchpoint for a total of 68 tenants. Provides information regarding property rules, answers questions, and identifies pain points.
- Schedules meetings with potential investors and property owners after presenting the company's services and discussing potential earnings.
- Oversees maintenance, including assigning tasks to a team of three handymen and scheduling plumbing and electrical repairs with vendors for five properties.

Property manager assistant - Central Texas Property Management / Location

MONTH 2018 – MONTH 2020

- Reported to a group of five real estate investors. Assists with scheduling future earnings and presenting home improvement projects to increase property value.
- Identified an average of five leads a month to add more properties to the company's turnkey service portfolio.
- Performed weekly visual inspections of three rental properties. Identified issues to fix and touched base with tenants to assess satisfaction.

Project Experience

- Assisted with the creation of a more equitable screening process for prospective tenants. As a result, R.E.M Residential was nominated for a Real Estate Capital USA Award.
- Led the acquisition of a digital ticketing system to facilitate receiving feedback from tenants and reporting issues. The average tenant satisfaction score increased by eight points after adoption.
- Developed digital and print resources to present the company and generate leads among property owners. Lead generation increased by 35%, and conversions increased by 12%.
- Conducted preliminary research to establish a budget for renovating a four-unit property. Secured quotes from three contractors 15% under budget.

Education

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Solid knowledge of the NYC real estate market
- Sales and digital marketing
- Conflict-resolution and problem-solving
- Credit checks

Licenses & Accreditations

Licenses & Accreditations

- New York Real Estate Broker License (2020)