



PROPERTY MANAGER

from Resume Genius

PROFESSIONAL PROFILE

California-licensed property manager with 15+ years of experience and a proven ability to close contracts with both landlords and clients, select professional and cost-efficient contractors, and file accurate taxes. Hold certifications from the National Association of Residential Property Managers and California Real Estate Salesperson License.

EXPERIENCE

LEASING AGENT / PROPERTY MANAGER

Back To Life, Back To Realty, San Diego, CA / May 2009 - Present

- Liaise between landlords and prospective // actual tenants for a portfolio of 47 luxury properties owned by 13 landlords, representing approximately \$900,000 in monthly rent and fees.
- Analyze bids from contractors for provision of property services (i.e., cleaning, maintenance, and security), leading to an average 2.1% year-on-year decrease in expenditure.
- File local and state taxes on behalf of landlords by using Intuit QuickBooks, resulting in a 45% lower incidence of tax-related penalties when compared to California-based competitors.

ONSITE PROPERTY MANAGER

Ellis Bay Towers, Seattle, WA / January 2000 – May 2009

- Oversaw maintenance, administration, and improvement of 105 residential units.
- Collected rental fees, deposits, insurance premiums, taxes, and operating expenses totaling approximately \$1.2 million per month.
- Met with potential tenants to show properties, explain occupancy terms, and negotiate rents.
- Converted approximately 65% of potential tenants to actual tenants (excluding those who failed background and credit checks).
- Supervised a staff of 12 full- and part-time employees, including concierge and security personnel.

CONTACT


Email: xgray@gmail.com

Phone: 619 474 047

Address: 4397 Franklin
Roosevelt Boulevard, San
Diego, CA 92101

SOCIAL

 sandiegogray

 grayproperties

 Xaviergray1978

 grayinca

SKILLS

Intuit QuickBooks

Access control

iRealty Manager

Negotiation

Persuasion

Google Analytics

Delegation

EDUCATION

REAL ESTATE

University of San Diego
1996 - 1999