

 PM

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

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SOCIAL

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SKILLS

Intuit QuickBooks

Access control

iRealty Manager

Negotiation

Persuasion

Google Analytics

Delegation

EDUCATION

REAL ESTATE

University of San Diego
1996 - 1999