

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Dedicated Property Management background overseeing wide range of daily operations for properties. In-depth knowledge of tenant, landlord and association laws. Resourceful problem solver with strong computer skills and familiarity of Property Management Software.

Skills

- Violation Resolution, DOB, ECB, HPD & FDNY
- Vacancy Marketing
- Operating Cost Tracking
- Operations Management
- LL 11 and LL 87
- Co-op and Condo Board member via Management Company
- Administrative Leadership
- Construction Project Oversight
- Budget Preparation

Work History

Consultant, 01/2016 to Current

Motion Recruitment – New York, NY

- Support organization, planning and execution of new products and services, ensuring alliance with the So and So LLC brand while implementing growth strategies.
- Strengthening existing client and vendor relationships and helping to develop new ones.
- Effectively communicated project scope, schedule, and budget with both internal stakeholders and contractors.
- Updated and recorded inventory data, closing the register with full weekly and end of the month reports.
- Reviewed files and records to answer client and customer requests, checking and distributing correspondence.

Assistant Property Manager, 09/2019 to 01/2022

Security Properties Residential – New York, NY

- Experience with sitting in for community board to discuss Landmark Buildings / regulations.
- NYC experience with affordable housing in the Rent, LIHTC - Rent Stabilized and Rent Control Markets as well as 421A 421J and subsidy residents including but not limited to SCRIE
- Collected rental fees, deposits, insurance premiums, taxes, and operating expenses totaling approximately \$5.6 million per month.
- Renewal rate for 2021 95% and vacancy lowered to 2% including retail space. While effectively holding tenancy rates and new leases during global pandemic.
- Created weekly, bi-weekly and monthly management financial reports for Properties including a Co-Op / Board Building.
- Contract and COI reviews for Condo, CoOp Alteration agreements for specified units with assets being managed individually by different stakeholders.
- Conducted property showings to highlight features, answer questions and redirect concerns to close contracts.
- Compiled maintenance and repair requests for submission to Ownership / Stakeholders and reached out to local Vendors for bid proposals.
- Extensive list of Vendors with an ongoing rapport to work with their company, replacing old vendors.
- Monitored timely receipt and reconciliation of rent collections in accordance with landlord and resident statutes.

Administrative Assistant - Tenant Liaison, 01/2017 to 06/2019

BushBurgh Properties LLC – New York, NY

- Create monthly and bi-weekly management reports for 13+ Properties including but not limited to Luxury Residential, Mitchell Lama Housing, Commercial and Retail.
- Maintain proactive focus on sustaining full occupancy levels.
- Lease negotiation creating a rapport with tenants and establishing a balance between tenant retention and prospective tenant acquisitions and vendors.
- Increased occupancy rate from 81% to 95%, lowering expose to 5% where the asset struggled due to MTA construction.
- Successfully renewed residents 85% or more monthly.
- Collected rental fees, deposits, insurance premiums, taxes, and operating expenses totaling approximately \$2.1 million per month, Created and monitored CAM charges and rent escalation based on leases with 15+ years amortization schedules.
- Rent - Stabilized Rent Control Markets as well as 421A, working with HPD, FDNY, HUD clearing and curing violations.
- Earned recognition for recommending new processes for tracking status of lease negotiations and agreements resulting in significant time savings and improved client relations.
- Oversaw monthly collections and maintained high payment rates by building positive relationships with tenants.
- Compiled maintenance and repair requests for submission to CFO and stakeholders, reached out to local contractors for bid proposals.

Education

Bachelor of Fine Arts: Fine Arts, 01/2017

New Jersey City University - Jersey City, NJ

Additional Information

- Certified Notary Public in New York State Commission Expires 2026

Skills

- Violation Resolution, DOB, ECB, HPD & FDNY
- Vacancy Marketing
- Operating Cost Tracking
- Operations Management
- LL 11 and LL 87
- Co-op and Condo Board member via Management Company
- Administrative Leadership
- Construction Project Oversight
- Budget Preparation

Work History

Consultant, 01/2016 to Current

So and So LLC

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Assistant Property Manager, 09/2019 to 01/2022

Broad Street Development

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