

Property Manager

Experienced Property Manager with a track record of success in tenant retention, vendor negotiation, and marketing campaigns resulting in increased rental income and occupancy rates. Skilled in budget management, preventive maintenance planning, and tenant dispute resolution, resulting in reduced expenses and improved tenant satisfaction scores. A results-driven professional committed to delivering exceptional property management services and driving revenue growth for the organization.

WORK EXPERIENCE

Property Manager

06/2022 – Present

Harborview Properties

- Implemented a tenant retention program that resulted in a 25% decrease in tenant turnover and a 15% increase in rental income within the first year.
- Negotiated and secured a vendor contract for property maintenance services, resulting in a 20% reduction in maintenance costs and a 10% increase in tenant satisfaction scores.
- Developed and executed a marketing campaign that attracted 50 new tenants within a 3-month period, resulting in a 5% increase in occupancy rates.

Project Manager

06/2020 – 06/2022

Seaside Developments

- Managed a property renovation project that increased property value by 20% and resulted in a 15% increase in rental income.
- Implemented a preventive maintenance plan that reduced maintenance costs by 30% and increased property value by 10%.
- Negotiated and secured a lease agreement with a major tenant, resulting in a 10% increase in rental income and a 5% increase in occupancy rates.

Assistant Property Manager

01/2020 – 06/2020

Coastal Estates Inc.

- Developed and implemented a tenant dispute resolution process that reduced legal fees by 50% and improved tenant satisfaction scores by 20%.
- Managed a property budget of \$1M, reducing expenses by 15% and increasing rental income by 10%.
- Implemented a tenant screening process that reduced tenant delinquency rates by 25% and increased tenant retention by 15%.