

DYONTE BLAKE

Property Manager

✉ dyonteblake@email.com

☎ (123) 456-7890

📍 Boston, MA

🌐 LinkedIn

EDUCATION

Bachelor of Arts

Real Estate

University of Massachusetts,
Amherst

📅 2008 - 2012

📍 Amherst, MA

SKILLS

- Maintenance
- Inspection
- Collaborative
- Building requirements
- Scheduling
- Thorough

CAREER OBJECTIVE

Seasoned property manager with 9+ years of experience working in commercial and multifamily management. Seeking an opportunity to apply diverse management skills to a company like Gardner Drive.

WORK EXPERIENCE

Property Manager

Venn

📅 2018 - current

📍 Boston, MA

- Requested and supervised *improvements for 425* rental units.
- Harnessed social media to engage potential tenants, resulting in *92% occupancy rates for 2019 and 2020 and 93% for 2021*.
- Drew up and negotiated contracts with potential tenants, and enforced rental contracts, *reducing violations from 100 per year in 2017 to 7 or less* in each consecutive following year.
- Developed an organized system to track rent payments, property maintenance, and miscellaneous expenses, *eliminating 5 hours of work per week*.
- Listened respectfully to tenant complaints, promptly made improvements or recorded suggestions when appropriate, *reducing tenant turnover by 18%*.
- Created and enforced a 3-strike rule for evictions, reducing the instance of repeat offenses.

Property Manager

New Empire

📅 2015 - 2018

📍 Boston, MA

- *Supervised 13* laborers, contractors, and subcontractors on site.
- Surveyed sites to ensure compliance with SOPs.
- Met with potential tenants, investigated credit scores, and oversaw contract negotiations for long-term leases.
- Attended Boston Real Estate symposiums, and connected with contracting companies, *saving \$3,000 per month* on property maintenance through membership discounts.

Contractor

Boston Property Management

📅 2013 - 2015

📍 Boston, MA

- Responded to tenant needs on *12 managed properties*, overseeing electrical, plumbing, and water damage issues.
- Maintained on-call availability for emergencies *4 days a month*.
- Re-organized the scheduling system to ensure availability and appropriate ticket escalation, completing *97% of tickets on time*.
- Repaired damaged systems efficiently, and communicated quickly with tenants, *reducing tenant turnover by 9%*.