

Hilde Tofte

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Profile

Performance-driven and qualified Property Manager with 2+ years of experience in being in charge of all aspects of property management, managing all daily operations, developing contracts and rental agreements, and performing property tours. Possess extensive communication skills, great teamwork skills, and significant ability to work and perform well under pressure.

Work experience

07/2017 – 03/2019 HAMAR, NORWAY

Property Manager Douglas Elliman Property Management

- Was in charge of a portfolio of 250+ units, managed budget preparations, developed contracts and rental agreements, and communicated with tenants, ensuring that all occupancy policies were followed.
- Managed all daily operations and maintained resident account information.
- Collected monthly payments and worked on the improvement of customer experience.
- Reduced unnecessary costs and created monthly reports.

07/2016 – 07/2017 HAMAR, NORWAY

Property Manager FirstService Residential, Inc.

- Was responsible for all aspects of property management for a 54 unit property.
- Kept the property in a good shape, developed budgets, and oversaw repairs.
- Increased occupancy and managed a team of 7 employees.
- Conducted monthly repairs and worked closely with the owner of the property.
- Performed property tours and communicated with tenants.

Education

09/2012 – 05/2016

OXFORD, UNITED KINGDOM

Real Estate Management Oxford Brookes University

First Class Honours (Top 5% of the Programme)

Education

Clubs and Societies: TEDx Club, FinTech Society, Tennis Club

09/2008 – 05/2012 HAMAR, NORWAY

Gymnasium Persbraten Videregaende Skole

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 4 subjects)

Skills

LANGUAGES

Norwegian	Native
English	Full
French	Professional

COMPUTER SKILLS

Microsoft Office	
Buildium, AppFolio	
TenantCloud, Building Engines	
RealPage	

INTERPERSONAL SKILLS

Ability to Work under Pressure	
Communication Skills	
Good Team Player	
Problem-solving	
Time Management	

Volunteering

09/2014 – 05/2015

OXFORD, UNITED KINGDOM

Vice President Oxford Brookes University FinTech Society

Certificates

06/2016

Certified Property Manager Institute of Real Estate Management