

# Kayleigh Pickett

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**Objective** Seeking a full-time position where my skills and eagerness to learn will be an asset to your company.

**Experience** February 2018 – Present: **Property Manager** (promoted from original title: Assistant Property Manager) for Pacific Living Properties (Woodhaven Apartments, Quartz Creek Apartments, Edmonds Gateway Apartments)

- ✓ Send weekly reports regarding property/resident activity
- ✓ Analyze various property related financial reports
- ✓ Communicated with resident resolving management, maintenance and rental issues
- ✓ Correspond with prospects and organize appointments for showings
- ✓ Maintained and audited resident files
- ✓ Trained and developed new leasing consultants
- ✓ Collected and recorded all payments
- ✓ Implemented policies with staff members
- ✓ Ensured all invoices were approved, entered, and paid in a timely manner

September 2017 – February 2018: **Assistant Manager** for Coast Property Management (Millwood Estates)

- ✓ Decreased delinquency amount
- ✓ Created new documents as needed
- ✓ Communicated with residents resolving management maintenance, and rental issues
- ✓ Analyzed various property related financial reports
- ✓ Completed weekly market surveys and management reports
- ✓ Created and submitted batch deposits, recorded rental payments
- ✓ Maintained and audited resident files
- ✓ Trained and developed new leasing consultants
- ✓ Assisted property manager in preparing and implementing policies
- ✓ Ensured that invoices were approved, entered, and paid in a timely manner

July 2016 – August 2017: **Leasing Consultant/Marketing Manager** for AMC LLC (HighGrove Apartments)

- ✓ Solely responsible for maintaining and achieving budgeted occupancy
- ✓ Responsible for meeting and exceeding NRI (net rental income) monthly
- ✓ Updated all marketing websites as needed on a daily basis and outreach marketing biweekly with Internet and print advertisements
- ✓ Performed administrative duties such as rent collection, communicating with tenants via email and written correspondence, and closing leases to meet and exceed occupancy goals
- ✓ Maintained units to ensure cleanliness for prospective residents.
- ✓ Coordinated move-ins and move-outs
- ✓ Collected any fees/deposits while recording then accurately
- ✓ Submitted and followed up with work orders as requested by tenants
- ✓ Occasionally submitting eviction processes to our attorneys
- ✓ Assisting the property manager in anything that was needed

May 2016 – August 2016: **Retail Sales Associate** for Michael Kors (Seattle Premium Outlet Mall)

August 2015 – May 2016: **Barista** for Vinaccio Coffee (Marysville location)

June 2015 – August 2015: **Barista** for Tully's Coffee Shop (Boeing at Paine Field)

- ✓ Making various drinks to customers' requests, making spreadsheets for inventory
- ✓ Keeping stock up to standards

**Education**      Marysville Getchell High School - Graduation: June 2015

- Leadership
  - ✓ Organized and participated in the following:
    - senior citizen's play and dinner
    - school dances (TOLO, homecoming)
    - school assemblies
    - wrapped and bought presents for Miracle on State Street (benefits local underprivileged children during the holidays)
    - food drive (benefits local food bank)
    - Inter High
- As a junior, took the following courses:
  - ✓ Marketing Labs (Fashion and designing)
  - ✓ Marketing Operations (Student store ran by SFE students)
    - Working cashier, espresso (semi-automatic espresso machine), and retail
- As a senior enrolled in the SOAR program:
  - ✓ A self-taught learning program on the Marysville Mountain View High School campus

**Skills**      Leader among my peers, friendly, reliable and responsible. Great at multitasking and a very quick learner. Outstanding sales performance. Proficient with Microsoft Word, Excel, Power Point, and Internet. Great at learning any new software systems. Multiple years in customer service industry.

(References upon request)