

Mary Bass

1305 E. Mercer Street, #501

Seattle, WA 98102

mobass1113@gmail.com

206.579.7140

EXPERIENCE

National Credit Systems, Inc; Auburn, WA **03/2012-3/2016**

Regional Sales Director, Pacific NW Territory

- Built \$700k business with hundreds of clients
- Maintain and solicit new property management company clients (as their collection agency vendor)

Hunt Pacific Management; Kirkland, WA

Assistant Property Manager, 120 units **11/2010-02/2012**

- Assist in daily operation of the property, including leasing apartments, attending to resident issues, reporting, rent collection and creating traffic via online advertising
- Brought occupancy to 99%; maintained for the last 7+ months resulting in higher rental and renewal rates

The Stratford Company; Seattle, WA

Property Manager, 164 units (3 properties) **10/2008-7/2010**

- Managed operations of 3 buildings, including vendor scheduling and maintenance personnel, single-handily
- Supervised maintenance team of two
- Composed the budget for each building and adhered to monthly financial guidelines
- Average 91% leased at all buildings
- Report to Regional Director and the Founder monthly to discuss Executive Summaries that were distributed to investors that I authored
- Consistently met deadlines and provided excellent customer service to residents
- Raised occupancy & income at two buildings to the highest ever recorded since their purchase
- Marketed buildings to create traffic via all approved Internet avenues daily, weekly and monthly

Reich & Tang Asset Management; New York, NY

Executive Assistant **11/2005-09/2008**

- Coordinated meetings, travel, answer phones, coordinated calendars and performed all tasks in a fast paced environment needed to support two Managing Partners, the Chief Operations Officer and two Associates
- Field, track and respond accurately and clearly to client inquiries (wire transfers, personal financial issues, tax related issues etc.) while adhering to compliance and legal policies
- Developed and maintained electronic client files online for easy access, for various purposes that in turn lowered off-site storage fees
- Multi-tasked under pressure with a high degree of accuracy

Property One Solutions; Seattle, WA **02/2005-09/2005**
Independent Contractor/Leasing -various properties

Avalon Bay; Seattle, WA - 100 units
Assistant Manager/Leasing Agent **06/2004-01/2005**

- Raised occupancy to 98% at above market rents within a month
- Entered rent checks, handled utility billing and promoted community in downtown Seattle area

ConAm; Seattle, WA - 386 units
Assistant Community Director **02/2003 - 06/2004**

- Raised occupancy from 79% to 93% in 5 months
- Organized and managed property functions in a budget conscious, deadline-oriented, profitable manner
- Acted as accountant by performing all bank audits, entering rent payments, sending three days with follow up, ensuring that monthly postings were accurate, making daily deposits, entering bills to be paid while making sure that the property was within budget
- Marketed property by ensuring all Internet avenues were updated regularly
- Directed team of eight

AIMCO; Aventura, FL - 180 units **June 2002 - January 2003**
Leasing Agent

- Raised occupancy level from 93% to 98% at market prices and maintained high renewal lease rate
- Assisted in account payable

Skyjet; San Francisco, CA
West Coast Sales Director **01/2001 - 01/2002**

- Initiated 12 state territory and sold 1 million plus in jet charter sales after planning and executing a well-defined business strategy that I developed
- Cold called and presented to Executive Assistants, Business Associations, Travel Agents and Concierge Association's daily

Les Concierges; San Francisco, CA **03/1998-01/2001**
Concierge Manager

- Ensured that team of 6 made travel and other arrangements for executives, high-level management, royalty and other American Express Platinum Card Members that included chartered jet itineraries and various personal requests accurately and timely

Licenses: Series 6, 7; WA Real Estate License (2004)

Skills: Yardi, FOCUS, Rent Roll, Foundation (AMSI equivalent), 2007 Microsoft Word (Excel, Outlook, Access, PowerPoint), Lotus, Concierge-quality customer service, Sales, Account Management, Presentation, Yardi, 70 wpm typing, Bookkeeping

Education: Fashion Institute of Technology, New York, NY

Bachelor of Science - Marketing Communications
Associates - Fashion Buying & Merchandising

Associations: Washington Multi-Family Housing Agency
Women's Business Owners
Women of Wisdom

\$ Goals

1. Pay off all outstanding debt by 12/2012 end (\$5k).
2. Work as many hours at Ross as allowed, stay on as permanent part-time and get a raise to \$12/hour at the Totem Lake location.
3. Stay within my spending plan (up to \$400 discretionary income per month).
4. Save all monies into a savings dubbed: Condo Savings Account.
5. To get a big refund that will be added to the CSA.
6. To put all commission monies into the CSA
7. Plan to go out only once per week and spend up to \$50 only.
8. Look for ways to cut back on bills.
9. Get a Property Manager position that pays at least 60k per year and comes with a free apartment with a good company on the Eastside.
10. Plan to buy first condo by end of summer 2012 (great condition, Eastside, less than 30K, one or two bedroom).
11. Save at least 2k per month
12. Recognize opportunities for abundance and to receive extra money as they come along.