

Gina Occhipinti

Bronx, New York, United States



gocchipinti02@manhattan.edu



[linkedin.com/in/gina-occhipinti-aa1710220](https://www.linkedin.com/in/gina-occhipinti-aa1710220)

Summary

Able to work in a time and orderly fashion, Experienced in property management, Highly skilled in the program Skyline and other various programs, Trained in problem solving and collaborative work, Efficient in communication.

Experience



Assistant Property Manager

PRECISION ASSET MANAGEMENT LIMITED

Jan 2018 - Present (3 years 9 months +)

Bookkeeper; Did accounts receivables such as: Processing invoices and inputting residents payments into system; Scheduled ACH collections, Assembled Bank Recs.

Education



Manhattan College

Bachelor's degree, Business/ finance

2020 - 2024

Skills

Computer Literacy • Easily Adaptable • Communication • Finance • Problem Solving • Collaborative Problem Solving • Data Collection • Time Management • Pressure Handling