

# Gina Occhipinti

Bronx, New York, United States



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## 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