

# HIBA BELAY

1725 Graham Ave, Saint Paul, MN 55116 | +1 (612)-261-6349 | [hibaecom905@gmail.com](mailto:hibaecom905@gmail.com)

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## EDUCATION & CERTIFICATION

- **Bachelor's degree – Software Engineering**  
*Minneapolis Community and Technical College (Jan 2024 – Present, Dean's List for Fall & Spring 2024-2025 & Phi Theta Kappa Honor Society Member)*
- **Fundamentals of Residential Property Management – Udemy (2025)**

## SKILLS

- Preventive Maintenance & Work Orders
- Tenant Relations & Lease Administration
- Problem Solving & Adaptability
- Rent Collection & Financial Reporting
- Cross-functional Communication
- Answering Emails, Phone calls, MS-Suite apps
- Marketing Collaboration
- Tech Savvy
- Teamwork & Leadership
- Time & Resource Management
- Student Mindset

## RELEVANT WORK EXPERIENCE

**Grassroots Real Estate Developers** | Minneapolis, MN  
*Property Manager Intern*

April 2024 – April 2025

- Conducted property tours, processed applications, and supported leasing operations from inquiry to move-in.
- Coordinated move-in and move-out processes, including inspections, key distribution/collection, and updating tenant files.
- Entered and tracked work orders, communicated maintenance needs to vendors and contractors, and followed up to ensure timely completion.
- Assisted with marketing outreach to maintain occupancy and strengthen community visibility.
- Helped manage property budgets by reviewing invoices, recording expenses, and monitoring monthly financial reports.

**Super More Value** | Minneapolis, MN  
*Property and Store Manager*

December 2023-January 2025

- Managed a multi-family property by collecting and recording rent, updating rent roll for tenants, responding to resident and vendor needs, recording and completing work requests for tenants.
- Responded promptly to tenant needs, vendor inquiries, and maintenance requests, ensuring a safe and compliant property environment.
- Supervised daily store operations, including cash handling, opening/closing, scheduling employees.
- Maintained detailed documentation of rent rolls, maintenance logs, and vendor payments.
- Oversaw inventory management, placing orders 5x a week, and coordinating with vendors.