

**Mitchell Landau**  
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**Objective:** To secure a challenging position that will utilize my knowledge, education, and experience as well as offer career advancement.

### **Summary of Qualifications**

- Technically skilled – cross platform expertise (Win/Mac) and proficiency in Word, Excel, PowerPoint, CRM, with minor experience in Yardi, CAD, and PhotoShop.
- Excellent interpersonal, communication, and relationship building skills. Able to listen attentively, communicate persuasively, and follow through diligently.
- Ambitious and energetic - works well individually with minimal supervision or as part of a team.

### **Education**

**University of Iowa-** Iowa City, IA  
Bachelor of Arts in Interdisciplinary Studies - Health Science Track, 2016  
Minor in Nutrition, 2016

### **Employment History**

October 2022 to Present	<b>Morgan Properties-</b> Winston-Salem NC Assistant Property Manager <ul style="list-style-type: none"><li>• Overseeing the leasing agents and all aspects of the leasing process</li><li>• Managing the maintenance staff for day-to-day activities</li><li>• Performing all Property Manager duties while they are not in office</li><li>• Entering purchase orders, filing eviction and legal documents, organizing office staff, handling delinquent rent, tracking apartments status, leasing apartments</li></ul>
September 2020 to August 2022	<b>BH Management-</b> Des Moines IA Leasing Specialist <ul style="list-style-type: none"><li>• Communicating through text, phone, and email with prospective residents.</li><li>• Selling the community to clients.</li><li>• Lease generation and office management including file organization, resident services, vendor scheduling, and making sure all apartments are ready on time.</li><li>• Apartment community occupancy raised by 8% after the start of employment and remained above 95%.</li></ul>
November 2016 to August 2020	<b>Best Buy-</b> Coralville, IA Mobile Sales Specialist (January 2017 to August 2020) <ul style="list-style-type: none"><li>• Troubleshooting issues with regards to cellular problems and fixing phones.</li><li>• Knowledge of contract specific issues and finding solutions to billing issues.</li><li>• Leader in all measurable aspects of the mobile phones business.</li></ul>

- Assists with other store departments when needed.

Computer Sales Representative (November 2016 to January 2017)

- Sales of computers, computer components, printers, attachments, and routers.
- Requires in-depth knowledge of computers and up-to-date computer technology.
- Consistently sells top 90 % of daily sales representatives.

March 2010 to  
August 2017

**Brown Bottle Italian Restaurant**, Iowa City & North Liberty, IA  
Shift Manager, Bartender, Server

- Hands-on experience overseeing 7-15 staff, both front and back of house, on a shift basis.
- Consistently achieved highest per-night sales averages by up-selling orders and suggesting add-ons/extras to meals. Further strengthened ability to multitask in a demanding, fast-paced setting.
- Responsibilities include opening and closing, balancing monies, identifying and resolving problems, organization and motivation of staff.

### Activities and Awards

June 2011 to  
May 2014

**University of Iowa Men's Gymnastics Team**, 2011-2014  
Gymnast, Three year team member

- Walk-on status, earned a partial scholarship freshman year. Competed and scored in four events: vault, pommel horse, parallel bars, and high bar.
- Earned All-American status on high bar in 2014, placed seventh in the nation.

### References

Available upon request.