

Professional Objective

A position that applies interpersonal skills and expertise in the area of human services while offering unlimited advanced career opportunities and financial growth.

Career Profile

- A highly self-motivated professional with particularly strong time management and communications skills.
- A natural leader who is also comfortable working independently or taking direction as a member of a team.
- Solid problem analysis/solving skills with the capability to coordinate multiple/complex projects simultaneously.
- Resourceful, dependable and able to effectively communicate ideas to others.
- Maintain the highest standard of professionalism, performance and integrity at all times.
- Perceptive, with the ability to listen and understand what is wanted and needed.
- Possess a global outlook with keen attention to detail
- Maintaining a motivational atmosphere in the workplace.
- Tax Credit knowledge.
- Noted among peers and supervisors for commitment to quality and desire to excel.
- Good knowledge of accounting procedures.
- Good knowledge of legal process.

Highlights of Qualifications

Management Knowledge and Experience: Highly knowledgeable of property management terminology. Strong oral and written communication skills developed through practical and post-secondary training.

Analysis, Judgment, Problem-Solving Abilities: Detail-oriented professional, with the aptitude to effectively exchange information and resolve complex issues. Well-developed organizational skills, including process coordination and multiple task management. Proven ability to conduct through computerized research. Tenacious and perform effectively under pressure.

Leadership and Interpersonal Skills: Strive to generate productive communications with clients, legal representatives, court officials, and colleagues. Demonstrated interpersonal abilities, with capacity to work effectively with people of diverse backgrounds. Successfully provide guidance and training to staff.

Organizational Abilities

- Primary Point of contact for residents and prospective residents.
- Responsible for hiring, training and terminating of staff.
- Review all leasing/Move-in and move-out documents.
- Provide assistance to residents.
- Skilled problem solver.
- Strong leadership skills
- Ensure proper maintenance and preventative maintenance is being done
- Keeping current on weekly, monthly and market survey reports.
- Maximizing the long-term operation performance of the property.
- Consistently up keeping a delinquency under monthly budget.
- Preserving the investment.
- Processing and approving applications.
- Strategic planning and scheduling.
- Coaches, teach, and train all staff on a systematic and regular basis.
- Inspecting real estate property

Organizational Abilities (continued)

- Reviewing and maintaining tenant account histories.
- Assisting in the assimilation of new acquisitions.
- Maintaining upkeep of all occupied properties.
- Assisting renting tenants with homeowner opportunities.
- Collecting rent payments.
- Marketing.
- *Maintain Portfolio budgeted NOI.*
- *Ability to communicate both verbal and written.*
- *Motivate and hold accountable*

Computer Skills

Windows, Microsoft Word/Office, Excel, MRI, Yardi, Skyline, Rentroll, MPW, Onesite

Professional Experience

Property Manager – *The Jeffersonian Apartments, Detroit MI. (Hayman Management & Friedman Management) 2022 - 2023*

Community Manager, Renaissance Village Apartments, Detroit MI (KMG Prestige, Farmington Hills, MI) 2011 - 2022

Community Manager, Premier Redford Manor North / South Apartments, Detroit MI. (Premier Property Management Fenton, MI.) 2010- 2011

Community Manager, Midtown Square Apartments, Detroit MI (Premier Property Management, Fenton, MI) 2008-2010

Leasing Manager, Oaks at Hampton Apartments, Rochester Hills MI (Associates Estates Realty, Richmond Heights, OH) 2007 - 2008

Community Manager, Pasadena Apartments, Detroit MI (PEM Real Estate Group Scottsdale, AZ) 2007- 2007 (**Sold**)

Community Manager, Woodlake Hills Apartments, Pontiac MI (Lockwood Management, Bingham Farms, MI) 2005 - 2007

Property Manager, Stanford Townhouses, Southfield MI (Burton Share, Bingham Farms, MI) 2002 - 2005

Assistant Property Manager, Citation Club Apartments, Farmington, MI (Beztak Management, Farmington Hills, MI) 2000-2002

Assistant Leasing Manager, Muirwood Apartments, Farmington, MI (Beztak Management, Farmington Hills, MI) 1998- 2000

Property Asset Manager, Rimco Financial Company, Detroit, MI, 1995-1998

Awards/Certificates

Apartments Association of Michigan, Leasing Consultant of the Year (2000)
 Assisted Housing Manager- AHM (Quadel 2009)
 Certified Apartment Manager-CAM (NAA 2013)
 Real Estate Fundamentals Certificate (Middleton 2013)
 Real Estate License Michigan (2014)
 Fair Housing Certificates (1998 - 2023)
 Michigan Notary Public (2013 - 2026)

Excellent professional references available upon request