***CORNELIUS E. YOUNG***

***18601 WHITCOMB STREET DETROIT,MI 48235***

***(313) 220-2372***

***E-mail:***

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**Professional Objective:**

Highly motivated and detail-oriented professional seeking a challenging position to utilize my skills and knowledge, while contributing to the success of the organization. Committed to providing high-quality results with minimal supervision, and continuously striving for improvement and 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 Know/edge am/ Experience:***Highly knowledgeable of property management terminology. Strong oral and written communication skills developed through practical and post­ secondary training.

***Atzalvsis, 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 contract 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 delivered.

•. 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

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**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, Onsite

**Professional Experience:**

***Community Manager****,* Renaissance Village Apartments, Detroit Ml (KMG Prestige, Farmington Hills, Ml) 2011-Present

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

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

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

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

***Community Manager****,* Woodlake Hills Apartments, Pontiac Ml (Lockwood Management, Birmingham Farms, Ml) 2005-2007

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

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

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

***Property Asset Manager****,* Rimco Financial Company, Detroit, Ml, *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 (1998-2019)

Michigan Notary Public (2013-2026)

***Excellent professional references available upon request***