

## Georgine Gigi DuBose

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### **EMPLOYMENT HISTORY**

#### **Cottonwood Residential**

##### ***Community Manager*** 11/29/2012 – 1/17/2013

Managed 262-unit apartment community. 2011 increased NOI by \$111,000.  
Overseeing the operations of the community to ensure performance at or above annual budget.  
Developing strategies and executing action plans to maximize profitability and minimize loss in operations.  
Driving the growth and development of the team through effective coaching and counseling techniques.  
Recruitment and retention of quality employees.  
Responsible for advertising and marketing.  
Adherence to the Fair Housing laws.  
Responsible for monthly investor reporting and annual budget reports.  
Proficient in LRO, Property Solutions, Yardi.

#### **Madison Apartment Group**

##### ***Manager/Assistant Manager***, Wilsonville, OR 06/10/2010 - 11/29/2012

Utilized skills in all aspects of Property Management, including aged receivables, invoicing and deposits.  
Responsible for maintaining 96% occupancy. Increased occupancy from 83% to 97%.

#### **Grand Peaks Property Management**

##### ***Community Manager*** Tualatin View Apartments, Tualatin, OR 10/26/2005 – 04/06/2009

Managed 210-unit Section 42 community. Upheld and enforced company policies, kept accurate Section 42 paperwork and Section 8 paperwork. Created a peaceful community for all residents.

In 2006 increased rent revenue by \$96,000. Reduced delinquency by 50%.

##### ***Conventional Manager*** Durham Park Apartments, Tigard, OR 6/21/2004 - 7/17/2005

Assignment included converting resident profile for 224 apartments from Section 42 to conventional in preparation for sale of property.

Increased rental income by \$100 per unit. Decreased delinquency by 50%.

Attended LITHC Theo-Pro Seminar 08/2005.

Maintained accurate resident records, issued legal notices as necessary (late payments, evictions, NSF checks, etc.), budgets, variance reports, customer service, marketing, maintenance scheduling, personnel, daily deposits.

Adhered to all local /state laws while enforcing and complying with the company's policies and procedures.

Salary \$46,000, plus quarterly NOI.

#### **C&R Realty**

##### ***Regional Property Manager*** Portland, OR 7/18/2004 – 10/25/2004

RPM of 626 units working one-on-one with owners.

Oversaw sales and renovation of properties.

Developed strategies and executed action plans to maximize profitability and minimize loss in operations.

Drove the growth and development of the team through effective coaching and counseling techniques.

Recruitment and retention of quality employees. Provided training to onsite managers.

Responsible for advertising and marketing, monthly investor reporting and annual budget reports.

Salary \$50,000.

#### **Simpson Property Group**

##### ***Community Manager*** Cascade Summit Apartments, West Linn, OR 12/2000 - 06/20/2004

300-unit luxury community with rents ranging from \$800 - \$1600.

Received CEL Survey Award 2001 - 2004.

Responsible for marketing, budgets, income, customer service and all aspects of property management.

Salary \$39,500, plus leasing commission and NOI bonus.

##### ***Assistant Manager*** Cascade Summit Apartments, West Linn, OR 1998 - 2000

Posted all rents and daily deposits, prepared and updated reports.

Responsible for maintaining 96% leasing trend. Leased up phase 2. Received awards throughout tenure.

##### ***Assistant Manager-Leasing***, Bothell, WA 1995 - 1998

Leased up Trail Walk Apartments. A 180-unit luxury community.

### **EDUCATION & TRAINING**

American College of Real Estate - Property Management, Tigard, OR 08/2008 – 02/2009

American College of Real Estate - Oregon Real Estate Certification, Tigard, OR 08/2008 – 02/2009

Real Estate Class, Seattle, WA 1988

NW Property Management Training, Seattle, WA 1994 - Rentroll, Yardi, Property Solutions, Microsoft Word, Windows and Excel, Coaching and Counseling, Time Management, Marketing and strategies - Simpson Property Group 1995 - 2004.

Real Estate Class, Seattle, WA 1988

Bowling Green State University, Bowling Green, OH 1976 - 1978 Major in Chemical Engineering

North Olmstead High School, North Olmstead, OH 1974 - 1976 College Prep

### **ACHIEVEMENTS**

2004 Highest Closing ratio for NW Region Award.

CEL Survey Awards 3 years at Cascade Summit in West Linn, OR. Simpson's Flagship Community.

Recipient of Top Shopping Reports and Leasing Awards in the Northwest Region.