**OBJECTIVE**

To secure a professional position in a service directed organization, providing detail-oriented skills and superior service to owners and our community.

**SUMMARY OF QUALIFICATIONS**

* Possess good interpersonal skills
* Detail oriented, self-governing, dependable and trustworthy
* Communicates effectively and professionally, both verbally and in script
* Dedicated to excellent owner and customer service
* Knowledge of Landlord Tenant Law
* Over 20 years management experience

**PROFESSIONAL EXPERIENCE/TECHNICAL SKILLS**

* Proficient in typing and 10-key
* Outlook, Internet Explorer, Microsoft Word and Excel
* Interview prospects, explain application procedures and lease terms
* Strong background in trouble shooting and performing management duties
* Able to perform and manage multiple tasks with a positive approach and attitude
* Negotiate contracts for various services at a competitive price with high quality
* Rent collections, issue receipts, prepare, analyze and control property budgets
* Interacts with clients, customers and co-workers in a positive and respectful manner
* Coordinated and implemented customer retention and recruitment programs
* Generate and maintain reports and perform accounting activities
* Sovereign quality to property goals, owner objectives and customer challenges
* Preserve property appearance and sustain timely turnovers

**AWARDS AND CERTIFICATIONS**

* Certified in Low Income Housing Tax Credit
* Certified LIHTC Compliance and Fair Housing
* LIHTC Manager Award of Excellence 2005 and 2006
* Certified AMSI, E-site and Yardi Management Programs
* Certified Enhanced Safety Property Programs: Phases 1, 2 and 3

**WORK HISTORY**

01/2012 - 06/2012 Community Manager/LMG Properties LLC

09/2010 - 11/2011 Residential Manager/Holiday Retirement

02/2009 - 09/2010 Certified Nurse Assistant/Residential Care

07/2007 - 02/2009 Community Manager/GSL Properties

05/2002 - 06/2007 Community Manager/Guardian Management LLC

09/1998 - 05/2002 Residential Manager/Pacific Real Estate LLC

**REFERENCES**

Tina Wagner – TMG Northwest 360.749.0856

Kristi Harrington – CVR NY Westchester Housing 503.939.8792

Scott Williams – Petro Chem 503.969.3644

Christina TJaden – Alaska Airlines 503.998.3081