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Summary

Improved equipment and safety standard by 13% which resulted in an overall 25% reduction of maintenance costs. Maintain property rentals by advertising and marketing vacancies, negotiating and enforcing leases and maintaining and securing premises. Establishes rental rate by analyzing local rental rates, calculating overhead costs, depreciation, taxes and overhead goals.

Professional Experience

Assistant Property Manager Evergreen Manor Denver

- Oversaw maintenance, administration and improvement of 32unit complex
- Collected rental fees, deposits, taxes and insurance premiums totaling approximately \$56,000 a month
- Met with prospective tenants to explain property, terms, application and negotiate rents.
- Converted 65% of prospective tenants to actual tenants building strong relationships and minimizing turn over.

Education

- CSU Pueblo- Business Management 2007-2009
- CSU Fort Collins- Business Marketing 2009-2011
- Colorado Real Estate College- Currently Enrolled

Relevant Skills

- Property management software
- Building codes
- Maintenance/remodeling knowledge
- Problem solving
- Organization