**Maritza Cintron**

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**Objective:** Professional position in Property Management

**Education:** Bachelor of Arts in Human Services

Springfield College, Springfield, MA

**Summary of Qualifications:**

* + Effective communicator with an ability to work with culturally diverse populations.
  + Ability to work with high occupancy residential properties.
  + Coordinator with patience and persistence in meeting goals and deadlines.
  + Experienced with scheduling vendors and as needed contractor services.
  + Strong ability to work independently, planning and organizing.
  + Experienced with communicating and gathering resources regarding the target consumer.
  + Bilingual, fluent in English and Spanish.

**Related Experience:**

*Assistant Property Manager*  (2009-2010)

The Hayman Company

* + Maximized the operating income for the property while maintaining the highest occupancy.
  + Collected 100% of rent due before close out each month.
  + Assisted Property Manager with scheduling and management of the rental office.
  + Responsible for daily deposits and verified money transfers.
  + Handles the posting of rent, legal notices, evictions, audited leasing files.
  + Oversaw concessions for residents.

*Leasing Manager*  (2005-2008)

Jupiter Communities

* + Supervised leasing agents.
  + Responsible for market surveys, bond and renewal reports and resident retention events.
  + Kept accurate reports for bonded units.
  + Audited files for compliance.
  + Handled monthly goal setting for leasing agents.

*Leasing Agent* (2004-2005)

Jotar

* + Responsible for leasing apartments to perspective residents.
  + Pre-qualified candidates for tax credit property.
  + Verified all information given for qualification and compliance purposes.
  + Responsible for marketing and resident retention.

\*References available upon request.