

Professional Experience

Property Manager

Lakeside Rentals, Lake Wallenpaupack, PA | June 2016 - Present

- ♦ Take reservations, check in guests and collect **monthly rent** payments
- ♦ Schedule cabin maintenance and follow up with maintenance personnel to ensure assigned tasks had been completed
- Collect security deposits **and** deduct from those deposits **in** the event of serious policy violations, such as extensive damage to a **cabin**
- Calculate occupancy rates and create financial graphs and charts in Microsoft Excel
- Prepare reports with Microsoft Word and presentations with Microsoft PowerPoint

Education

Associate Degree in Business Administration

Wilkes University, Wilkes-Barre, PA | August 2016 - May 2018

Anthony Jenkins

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Property manager with two years of experience managing 28 rental cabins at a lakeside resort. Extensive experience with using AppFolio and Microsoft Office to calculate occupancy rates and prepare financial reports for resort management. Ability to use Microsoft Excel to create pivot tables and macros to generate custom reports. Recipient of Employee of the Year Award from Lakeside Rentals.

Key Skills

- Extensive experience using **formulas**, pivot tables, VBA macros and other tools to create reports **and** perform calculations in Microsoft Excel
- Knowledge of local and state regulations regarding rent collection and eviction procedures
- Excellent negotiation and **resolution** skills, especially with regard to rental agreements and lease terms
- Ability to manage competing priorities effectively
- Excellent **written** communication skills and ability to prepare effective reports and presentations