ADAM O'LEARY

123 Main St., Myrtle Beach, SC 29575 youremail@example.com {123) 456-7890

Dedicated professional with 12 years of experience as a properly manager for both commercial and residential properties. Completed the Residential Management Professional certification, which requires at least two years of experience managing rental properties with a minimum of 100 units. Extensive experience negotiating lease terms, overseeing maintenance workers and building contractors, resolving tenant disputes and attending court proceedings for residential eviction matters.

EDUCATION

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

South Carolina State University, Orangeburg, SC, May 2008

KEY SKILLS

- Microsoft Word, Excel and PowerPoint proficiency
- Use of AppFoho, Buildium and other property-management software to record rent payments, track maintenance requests and manage lease agreements
- Extensive experience managing maintenance workers and other support professionals

CERTIFICATIONS

- Residential Management Professional, National Association of Residential Property Managers, June 2015

PROFESSIONAL EXPERIENCE

PROPERTY MANAGER

Oceanside Properties, Myrtle Beach, SC
October 2014 - Present

- Analyze financial performance of a rental company with more than 200 units
- Use Microsoft Excel to prepare financial reports and generate charts and graphs to be used in PowerPoint presentations
- Respond to tenant complaints regarding building policies
- Collect rent payments and record them in AppFolio property-management software
- Attend court hearings and testify on behalf of Oceanside Properties in eviction proceedings

PROPERTY MANAGER

Milton Real Estate, Myrtle Beach, SC
September 2008 • October 2014

- Collected rent payments, issued receipts to tenants and recorded each payment in Buildium software
- Followed up with tenants via telephone and certified letter if rent payments were more than 10 days late; initiate eviction proceedings after 60 days of nonpayment
- Remitted payments to contractors and other vendors according to internal accounts payable procedures