

Leanne Smith

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Property manager with seven years of experience with the Certified Property Manager credential granted by the Institute of Real Estate Management In-depth knowledge of local, state and federal laws related to security deposits, rent collection, eviction procedures and anti-discrimination requirements. Experience overseeing a team of five maintenance workers, one building manager and one assistant property manager.

Education

Bachelor's Degree in Marketing

Montclair State University,
Montclair, NJ, May 2013

Key Skills

- Proficiency in Microsoft Office, particularly Microsoft Excel
- Excellent written and oral communication skills
- Ability to solve problems effectively
- ♦ Proficiency in calculating profitability and expense ratios to determine if a rental property is a good investment

Certifications

- Certified Property Manager, Institute for Real Estate Management, July 2018

Professional Experience

Property Manager

North Jersey Property Associates, West Orange, NJ | May 2016-Present

- Collect cash and checks from tenants, issue receipts and follow up on late payments
- Prepare financial reports to help property owners and investors understand how well each building has been performing in terms of expense ratios and profitability
- Start eviction proceedings according to state and local laws when clients fall behind on rent payments or commit serious lease violations
- Manage personnel by assigning tasks and following up to ensure that each assignment has been completed correctly
- Inform property owners of any issues needing their attention

Property Manager

West Orange Realty, West Orange, NJ | April 2013 - May 2016

- ♦ Schedule maintenance work based on tenant requests; assign personnel to complete open work orders
- Conduct tours of vacant units and answer questions about company rental policies
- Collect security deposits, pet deposits, rent payments and payments for damages
- Issue warnings for policy violations, such as noise complaints and damage to common areas of the building
- Prepare expense reports using receipts submitted by maintenance workers, building managers and owners