

Caleb Brown

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An Apartment Leasing Agent with entry-level experience, specializing in client relations, property management, communication, and sales. Adept at managing leasing operations and liaising with tenants across multi-family apartment complexes.

Key Skills

- ◆ Property Management
- ◆ Customer Service
- ◆ Leasing Operations
- ◆ Tenant Relations
- ◆ Communication

Professional Experience

Apartment Leasing Agent

Ackerson Apartments, Portland, OR | May 2021 - Present

- ◆ Conduct tours with potential tenants, perform follow up meetings, provide education to prospects on promotions and leasing incentives, and achieve a 90% occupancy rate
- ◆ Coordinate daily operations for an apartment complex with over 80+ tenants, perform inspections to ensure cleanliness across the property
- ◆ Interface with tenants to resolve maintenance issues, draft leasing documentation, and ensure customer satisfaction, resulting in a 20% improvement in lease renewals
- ◆ Support lead generation and marketing activities to drive sales and secure occupants

Hotel Front-Desk Agent

Hampton Hotel, Portland, OR | January 2020 - May 2021

- ◆ Supported front-desk operations for a hotel with over 75 rooms, communicated with guests to field inquiries and identify solutions to service issues, and conducted sales calls to secure bookings and upsell luxury suites

Education

Bachelor of Science (B.S.) Business Administration

University of Portland, Portland, OR | September 2017 - May 2021