

HALLI BENTLEY

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I pride myself on my communication skills, devotion to continued education, speed and accuracy in data analysis, and ability to establish lasting relationships with a diverse demographic of people. I love problem solving and staying involved with the community through a variety of networking groups as well as volunteer opportunities.

Skills

- 8 years - Customer Service/Sales
- Traveled to 4 continents, 28 countries
- Typing speed of 70-73 WPM
- Currently studying Spanish
- Spreadsheets and tables
- Team management
- Strong vocabulary and word processing
- Read 25-30 nonfiction books per year

Proficient in:

- Microsoft Word, Publisher, and Excel
- Salesforce, Podio, Asana, AMSI
- InDesign, Canva, Hover (Saas)
- Active Campaign, Mail Chimp
- Buildium, Pipedrive
- Slack, Ring Central, SmartPhone
- JustCall, Constant Contact
- Google Drive, One Drive

Work History

Multifamily Real Estate Investing

July 2021 – Present

In conjunction with misc. national partners

Columbus, OH

- Acquisition of large multifamily apartment communities in Columbus, OH, Cincinnati, OH, and Oklahoma City, Oklahoma.
- Underwriting for the purchase of potential properties for purchase through spreadsheets and industry standard underwriting programs.
- Regular communication with commercial real estate brokers and well as multifamily owners.
- Submitting LOIs and performing on site due diligence on potential properties for purchase.
- Working in conjunction with the on site property management team to ensure day to day operations are carried out appropriately.
- Creating budgets for cap ex work required during the value-add phase of the hold period.
- Regularly attend national industry conferences as well as weekly professional virtual meet ups.

Real Estate Disposition & Office Manager

January 2021 – October 2021

Central City Solutions

Columbus, OH

- Managed all dispositions of local Columbus real estate including marketing, running buyers inspections, and transaction coordination with title companies.
- Carried out the duties of an HR professional: Creating new job descriptions, posting for hires, conducting phone interviews and in person interviews.
- Underwriting the finances of potential properties for purchases
- Supervising the property manager, project manager, administrative assistant, and virtual assistants.

Commercial-Multifamily Sales and Project Management (B2B)

May 2018 – December 2020

Able Roof / Contractors Inc.

Columbus, OH

- Generated \$1.5M+ in new business year 1 through in-person property visits and cold calls/emails.
- Scheduled and ran appointments from small exterior building repairs to large community-wide capital improvement projects.
- Regularly attended industry events to cultivate relationships with existing customers and meet new potential customers.
- Contracted and scheduled all required subcontractor labor and material deliveries for timely project completion.
- Managed relationships with commercial property owners, multifamily regional managers, and on-site staff.
- Built job schedules including: start and completion dates, milestones for production, and billing timelines.
- Attended pre-construction meetings, regular site visits, and punch out inspections to ensure quality of work was maintained throughout project.

Leasing Agent

Jan 2017 - Jan 2018

Somerset Apartment Management

Hilliard, OH

- Only leasing agent at a 416-unit property, averaged 15 leases/month, and maintained a 96% occupancy rate.
- Greeted, pre-qualified, and followed up with prospective residents.
- Coordinated and led apartment tours while highlighting selling features and property amenities.
- Calculated monthly rent totals, distributed annual rental increases to residents, and recommended rental pricing strategies to maximize profitability.

- Addressed, investigated, and resolved resident complaints while documenting all communication.
- Regularly conducted market surveys, planned resident events, and performed outreach marketing.

Community Involvement and Certifications

- Completed all pre-licensure courses for the Ohio Real Estate License
- 10-hour OSHA certification
- 20-hour TEFL certification
- NAA (National Apartment Association)
- CAVA (Columbus Area Vendors Association)
- CYP (Columbus Young Professionals)
- CAI (Community Association Institute of Columbus)