

# Shelby Hutchinson

Hillsboro, OR 97124

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## EXPERIENCE

### **Greystar Property Management, Vancouver — *Community Manager***

NOV 2021 - PRESENT

- Manage day-to-day tasks of 154 unit property with a 4 person team as well as tax credit units, Live/Work spaces, and commercial units.
- Coordinate and manage projects with vendors including building renovations.
- Set and achieve budget goals each quarter
- Track COVID delinquency for property
- Maintain occupancy for property

### **Greystar Property Management, Tualatin — *Assistant Community Manager***

SEPT 2020 - NOV 2021

- Manage day-to-day tasks of 341 unit property with an 8 person team.
- Coordinate and manage projects with vendors including building renovations.
- Set and achieve budget goals each quarter
- Track COVID delinquency for property
- Maintain occupancy for property

### **The Ackerly At Timberland, Portland - *Medication Technician, Lead***

MAY 2019 - SEPT 2020

- Administer all medications in a timely manner to residents
- Manage and complete paperwork/faxes from doctors offices/pharmacies
- Complete charting daily for all residents
- Write weekly reports for high-risk residents for family
- Lead each shift of caregivers (assign tasks for the entire shift)

### **Tandem Property Management, Hillsboro — *Leasing Consultant***

OCTOBER 2018 - MAY 2019

- Show apartment units to prospective tenants and process move-in paperwork for qualified applicants
- Maintain a strong closing ratio
- Set and achieve sales goals each quarter
- Create lease agreements and process rent payments

## SKILLS

Strong organizational and time-management skills.

Ability to work independently and prioritize effectively in a fast-paced environment.

Ability to cope with and defuse situations involving angry or difficult people.

I welcome constructive feedback to help improve my performance.

Proficient in Microsoft Word, Excel, Outlook, WorkDay, as well as RealPage.

## AWARDS

**Rookie of the Year for Greystar 2022**

**FFA State Agricultural Sales 2016**

My team and I placed first in state for Agricultural Sales (business management, marketing, and customer service).

**FFA State Public Speaking 2016**

## **Coffee Cup, Beaverton — *Barista, Manager***

OCTOBER 2016 - OCTOBER 2018

- Craft and preparation of espresso drinks and various types of food
- Cleaning and sanitation throughout opening and closing
- Creating schedule and running team meetings
- Ordering products from other local businesses

## **EDUCATION**

### **Newberg High School, Newberg**

Diploma received June 2017

### **Portland Community College**

2018-2019    General Studies

## **REFERENCES**

**Collin Adams** (work)  
360-470-8270

**Katelynn Dixon** (work)  
503-998-6004

**Allison Wood** (work)  
503-430-4101