

DYONTE BLAKE

Property Manager

✉ dyonteblake@email.com

☎ (123) 456-7890

📍 Boston, MA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts
Real Estate

University of Massachusetts,
Amherst

📅 2008 - 2012

📍 Amherst, MA

SKILLS

- Maintenance
- Inspection
- Collaborative
- Building requirements
- Scheduling
- Thorough

CAREER OBJECTIVE

Seasoned property manager with 9+ years of experience working in commercial and multifamily management. Seeking an opportunity to apply diverse management skills to a company like Gardner Drive.

WORK EXPERIENCE

Property Manager

Venn

📅 2018 - current

📍 Boston, MA

- Requested and supervised **improvements for 425** rental units.
- Harnessed social media to engage potential tenants, resulting in **92% occupancy rates for 2019 and 2020 and 93% for 2021**.
- Drew up and negotiated contracts with potential tenants, and enforced rental contracts, **reducing violations from 100 per year in 2017 to 7 or less** in each consecutive following year.
- Developed an organized system to track rent payments, property maintenance, and miscellaneous expenses, **eliminating 5 hours of work per week**.
- Listened respectfully to tenant complaints, promptly made improvements or recorded suggestions when appropriate, **reducing tenant turnover by 18%**.
- Created and enforced a 3-strike rule for evictions, reducing the instance of repeat offenses.

Property Manager

New Empire

📅 2015 - 2018

📍 Boston, MA

- **Supervised 13** laborers, contractors, and subcontractors on site.
- Surveyed sites to ensure compliance with SOPs.
- Met with potential tenants, investigated credit scores, and oversaw contract negotiations for long-term leases.
- Attended Boston Real Estate symposiums, and connected with contracting companies, **saving \$3,000 per month** on property maintenance through membership discounts.

Contractor

Boston Property Management

📅 2013 - 2015

📍 Boston, MA

- Responded to tenant needs on **12 managed properties**, overseeing electrical, plumbing, and water damage issues.
- Maintained on-call availability for emergencies **4 days a month**.
- Re-organized the scheduling system to ensure availability and appropriate ticket escalation, completing **97% of tickets on time**.
- Repaired damaged systems efficiently, and communicated quickly with tenants, **reducing tenant turnover by 9%**.