
Gabriela Espinal

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Summary

Dynamic Assistant Property Manager with over 10 years of experience in property management, operations, and sales, specializing in budget preparation and tenant relationship development. Proven ability to enhance community atmosphere while achieving high levels of tenant satisfaction and operational efficiency. Proficient in Yardi software and Microsoft Office, showcasing strong decision-making and organizational leadership skills. Committed to leveraging expertise to drive continued success in property management.

Experience

Willow Bridge Property Company - Assistant Property Manager 08/2020 - Current
Atlanta, GA

- Supported Senior Property Manager in handling everyday tasks involving property management.
- Managed accounts payable and accounts receivable.
- Assisted with inputting data into the CRM system and Yardi property management database.
- Prepared lease agreements, collected security deposits, and rent payments from tenants. Prepared detailed budgets and financial reports for properties.
- Explained policies and procedures to tenants and enforced rules.
- Utilized various software programs, such as Microsoft Office Suite or Yardi Voyager, for data entry purposes.
- Met deadlines consistently by managing time effectively.
- Partnered with vendors to facilitate repairs and required work, as approved.
- Fostered a positive community atmosphere by promoting effective communication.
- Organized periodic tenant appreciation activities such as barbeques or holiday parties.
- Settled tenant conflicts using persuasive communication skills and expert knowledge of leasing agreements.
- Maintained accurate records of all transactions involving tenants' accounts including rent payments and late fees.

Skills

- Budget preparation
 - Decision-making abilities
 - Property management
 - Operations
 - Microsoft Office proficiency
 - Digital marketing
 - Sales and leasing
 - Housing law compliance
 - Organizational leadership skills
 - Business communication
 - Yardi software proficiency
 - Residential leasing
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Education and Training

05/2014

Bergen Community College
Paramus, NJ
Associate of Arts: Hospitality Management

Languages

English:

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Native/ Bilingual

Spanish:

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Native/ Bilingual

**Smart Realty - Property Sales Consultant /Sales and
Leasing Specialist**

01/2019 - 08/2020

Edgewater , NJ

- Showed residential properties and explained the features, value, and benefits of available homes and rentals.
- Generated leads and converted them into sales and rental opportunities.
- Coordinated property tour appointments with prospects.
- Maintained a current and accurate CRM database of prospective customers.
- Designed promotional materials, including brochures, flyers, and postcards to spotlight featured listings.
- Educated clients on current market trends, pricing strategies, and financial considerations.

1170Apartment Corp. - Assistant Property Manager

01/2016 - 08/2020

Fort Lee, NJ

- Ensured compliance with local laws and regulations related to property management.
- Created tenant files, maintained records of rental payments, and tracked lease agreements.
- Assisted property manager in leasing and marketing activities.
- Conducted tours of vacancies with prospective tenants.
- Provided administrative support for the property manager including filing, typing correspondence, answering phone calls and scheduling meetings.
- Remained aware of construction and maintenance projects and notified appropriate individuals of project updates, delays and schedule changes.
- Coordinated move-ins and move-outs, ensuring smooth transitions for tenants.