



**GABRIELA A. ESPINAL**  
**Property Management**  
**smile to your new home**

## Contact

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## Skills

Yardi	<div><div></div></div>
Sales	<div><div></div></div>
Marketing	<div><div></div></div>
Real Estate	<div><div></div></div>
MS Outlook	<div><div></div></div>
MS Word	<div><div></div></div>
MS Excel	<div><div></div></div>

## Certifications

### Indeed

Computer Skills: PC	Expert
Real Estate	Proficient
Customer Focus & Orientation	Highly Proficient

### LinkedIn

Microsoft Excel  
Microsoft Word  
Microsoft Outlook

## About me



Assistant Property Management with 5+ years of experience seeking new opportunities where my customer service background and education can be utilized to the fullest, providing customers with the highest quality of service and investors with a high rate of return on their investment. Hospitality Management Associate. Real Estate License in process. Personable, organized and task-oriented.

## Experience



### 1170 Apartment Corp

Assistant Property Manager  
New Jersey, United States

🕒 Jan 2016 - Present  
( 4 years, 6 months )

- \*Help manage 26 Buildings for a total of 1170 units in a 35 acres land
- \*Advertise units and negotiate lease terms
- \*Perform tenant screenings
- \*Experience with Yardi, Outlook, Excel and Microsoft Word
- \*Act as liaison between tenants and property owners
- \*Responsible for implementing lease renewal
- \*Collect rent on a monthly basis and handle late payments in a timely manner
- \*Maintain property by addressing tenant complaints, completing repairs, occupancy
- \*Coordinate maintenance schedule with Maintenance Coordinator
- \*Create, mentor and manage a cohesive property maintenance team

### Smart Realty

Property Sales Consultant / Leasing Specialist  
New Jersey, United States

🕒 Jan 2019-Present  
( 1 years, 6 months )

- \*Generating leads and turning them into opportunities for sales and rentals
- \*Contacting potential customers via telephone & email
- \*Arranging meetings with prospects in order to tour property
- \*Front office customer service
- \*Preparing lease documentation, property inspections, completing move-in and out paperwork and procedures

## Education



### Real Estate

Kovats Real Estate School

🕒 Jun 2019 - Aug 2019

### Associate's Degree

Hospitality Administration / Management  
Bergen Community College

🕒 Dec 2010-Jan 2014

- \*Overseeing personnel, ensuring that the facilities are properly maintained, taking steps to ensure customer satisfaction and overseeing the upkeep of administrative and financial records.
- \*Accounting
- \*Economics
- \*Marketing, and human resource management.
- \*Safety and health prevention norms.