
Apartment Assistant Manager Resume

Job Objective

Educated and qualified Apartment Assistant Manager seeks position in a rising company where I can grow and become an asset.

Highlights of Qualifications:

- Admirable experience in providing customer services and managing apartment buildings
 - Profound knowledge of business principles
 - Deep knowledge of customer services
 - Remarkable ability to respond to all kinds of enquiries
 - Proficient with Microsoft Office Applications
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Professional Experience:

Apartment Assistant Manager
McKinley, San Jose, CA
October 2008 – Present

- Coordinated with community manager and managed entire apartment community.
- Assisted in maintaining books and records of all rent collection.
- Maintained community related activities and monitored lease of all rent related property.
- Monitored and managed all resident requests and complaints.

Apartment Leasing
Legacy Partners Residential, San Jose, CA
August 2003 – September 2008

- Assisted in leasing all apartments to prospective tenants.
- Monitored all incoming calls and assisted present and future residents in all queries.
- Administered sales appointments.
- Coordinated with marketing team and generated traffic in apartment area,
- Prepared and ensured accuracy in all paperwork related to lease.
- Oversaw all activities and performed checks on residents.

Apartment Leasing Consultant
AML, San Jose, CA
May 1998 – July 2003

- Assisted in carrying marketing activities to surrounding areas.
 - Prepared all security leases to various areas,
 - Maintained and prepared marketing and lease reports and administered follow ups.
 - Organized all work effectively and ensured completion of work.
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Education:

Bachelor's Degree in Property Management
Santa Ana College, Santa Ana, CA

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