
Apartment Property Manager Resume

Job Objective

Seeking Apartment Property Manager position in a well established firm to use my education and experience in a way that benefits the company.

Highlights of Qualifications:

- Huge experience in supervising apartment properties and bookkeeping facilities
 - Deep knowledge of multifamily properties
 - Exceptional knowledge of communicating with staff
 - Immense ability to show apartments to prospective residents
 - Outstanding ability to maintain good relations with residents and vendors
 - Skilled to pay attention to all details in work
 - Excellent skills to manage office supplies
 - Ability to conduct physical inspection of area
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Professional Experience:

Apartment Property Manager
Essex Property Trust, Inc., Oakmont, PA
October 2008 – Present

- Administered everyday activities, monitored all service requests and prioritized construction work as required.
 - Hired and trained employees as per organization standards and performed regular appraisals for employees.
 - Coordinated with other departments and maintained an inventory of supplies.
 - Prepared annual budget and inspected property for same.
 - Maintained budget logs and evaluated statements on a monthly basis to ensure achievement of all goals.
 - Managed all invoices and ensured process of same as per organization rules.
 - Monitored current policies and regulations and ensured adherence to all changes.
 - Ensured residents according to management Statement of rental policy.
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Education:

Bachelor's Degree in Construction Management
St. John's College, Santa Fe, NM

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