
Apartment Rental Agent Resume

Job Objective

To obtain an Apartment Rental Agent position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Apartment Rental Agent, May 2004 – Present
The Philly Apartment Co., Palmdale, CA

- Prepared rental and renewal records.
- Showed apartment building to the customers and assisted with move-ins and move-outs from apartment buildings.
- Assisted Management Company with the development and implementation of marketing campaigns and strategies.
- Performed miscellaneous duties as assigned by Supervisor and Manager.
- Proactively researched and developed awareness of rental market in order to understand the needs of potential tenants.

Apartment Rental Agent, March 2002– April 2004
RENT HERE REALTY, Palmdale, CA

- Established schedules and assigned personnel for routine maintenance and emergency coverage with company approval.
 - Corresponded with relocation departments within local business sites.
 - Daily updated and communicated with property manager.
 - Gained knowledge of Fair Housing Laws and refrained from any illegal discrimination.
 - Developed and maintained knowledge of competition and incorporate information into marketing strategy.
 - Ensured that the community was safe, neat and well maintained for residents.
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Summary of Qualifications:

- Strong listening skills with the ability to understand and meet tenant needs
 - Good knowledge of Fair Housing Laws
 - Excellent ability to process all paperwork according to policies and procedures
 - Great ability to deal effectively in emergency situations
 - Profoundly able to carry out instructions, observe rules and respect confidences
 - Ability to recognize the opportunity to present upgrades to customer
 - Ability to identify needs and work with minimal direction and guidance
 - Ability to demonstrate effective interpersonal and communication skills with customers
 - Ability to manage stressful and unusual situations while maintaining good customer relations
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Education:

Associate Degree in Commerce, Linn-Benton Community College, Albany, OR

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