
LEASING ASSISTANT RESUME

Objective:

Seeking the position of Leasing Assistant.

Summary of Skills:

- Ability to collect rental deposits, application and redecorated fees on all units
 - Ability to interview prospective tenants and record and maintain tenant information
 - Ability to respond to phone calls regarding various tenant and non-tenant inquiries
 - Ability to screen, process applications and lease renewal functions including the credit reports
 - Ability to organize and filed all applicable reports, receipts, leases and paperwork
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Work Experience:

Leasing Assistant
Minneapolis Public Schools, Louisville, KY
August 2005 to till date

- Greeted prospective clients, showed community and performed leasing duties.
- Maintained accurate resident records and issued appropriate notices.
- Reported any service that needs to maintenance staff.
- Answered and handled incoming phone calls from prospective new residents.
- Notified appropriate staff of move-out notices and vacant units.

Leasing Assistant
Allan Hancock College, Louisville, KY
May 2000 to July 2005

- Assisted with monthly renewals and mailings.
 - Assisted with setting up and conducting lease signings.
 - Handled all aspects of Rent Stabilized tenants.
 - Monitored leasing goals to ensure standards are met.
 - Completed lease forms and agreements.
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Education:

Associate Degrees in Real Estates
University of Florida, Gainesville, FL

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