
Property Administrator Resume

Job Objective

To enhance the organization by using my past training and skills to secure a position as a Property Administrator.

Highlights of Qualifications:

- Remarkable experience in Property Management and Commercial Real Estate
 - Huge knowledge of property administration
 - Deep knowledge of government property control principles
 - Familiarity with FAR Property compliance regulations
 - Amazing ability to multitask and manage confidential information
 - Outstanding ability to manage independently and in a team
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Professional Experience:

Property Administrator
Unified Property Group, Jersey City, NJ
November 2007 – Present

- Coordinated on behalf of WPC on all Government Property issues.
- Carried out physical inventory.
- Conducted disposition process for excess government and company owned property.
- Handled internal and external audit readiness.
- Evaluated WPC procedures and work instructions.
- Executed property awareness training.

Property Administrator
TASC, Inc., Jersey City, NJ
December 2003 – October 2007

- Drafted commencement notices and rent commencement letters.
 - Aided administration of daily operations.
 - Managed rent collections and coordinated with Property Manager.
 - Handled Property Management files.
 - Maintained lease and payables files.
 - Outlined work order requests.
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Education:

Bachelor's Degree in Business Administration
Bryant & Stratton College, Cleveland, OH

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