
PROPERTY MANAGEMENT ASSISTANT RESUME

Objective:

To obtain the Property Management Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Ability to perform proper maintenance and condition of the property.
- Ability to input all calls and maintained database and service logs.
- Ability to work with all levels of management.
- Basic understanding of building systems.
- Good communication skills.
- Positive attitude and enthusiastic.
- Profound skill of Word and Excel; and familiarity with Photoshop and Publishing software

Work Experience:

Property Management Assistant
Horizon Property Services, New York, NY
August 2005 to till date

- Interacted and assisted tenants, received tenant requests, prepared work orders.
- Prepared tenant billings, run monthly reports for closing and verifying information.
- Collected and deposited rent and computed receipts and payables.
- Maintained highly organized filing system for leases, tenants, insurance certificates, vendors, buildings, drawings, contracts and POs.
- Assisted property manager as needed on special projects and supervised vendors such as janitorial services.

Property Management Assistant
Katy Property Management, New York, NY
May 2000 to July 2005

- Developed and maintained positive relationship with all tenants.
- Respond quickly and effectively to tenant service requests.
- Coordinated all aspects from initial contact to closeout.
- Contacted tenants to resolve collection and aged receivable problems; placed tenants in default with input from property manager.
- Visited assigned properties to meet tenants and vendors, monitor condition of property and evaluate contracted services.

Education:

Bachelor's degree in Business Administration
Northeastern University, Boston, MA

[Build your Resume Now](#)