
Property Management Specialist Resume

Job Objective

Professional Property Management Specialist in search of a highly established firm that will allow me to further boost my career in this field.

Highlights of Qualifications:

- Hands on experience in fleet and maintaining knowledge on various accounting practices.
 - Operational knowledge of Microsoft applications
 - Deep knowledge of standard office procedures
 - Remarkable ability to multi task and prioritized work
 - Exceptional ability to maintained SECRET security clearance
 - Excellent telephone skills and managing multiple lines
 - Skilled to provide good customer services
 - Proficient in standard office procedures
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Professional Experience:

Property Management Specialist
Oak Ridge Associated Universities, Silver Creek, NY
May 2006 – Present

- Oversaw efficient working of various Property Management Programs.
- Managed all surplus property records and transferred appropriate documents for property information.
- Maintained property management database for various sensitive property using bar code technology.
- Coordinated with accounting team and complied all property records and answered all queries.
- Developed and ensured effective implementation of all Federal and State regulations.
- Provided guidance to all employees and ensured adherence to DOE and FPMR.
- Administered property excess by performing transfers and disposals as required.
- Analyzed projects and forecasted requirements for future property and vehicle needs.

Property Management Specialist
FedSys Secure, Silver Creek, NY
March 2003 – April 2006

- Assisted in various clients in getting leasing apartments.
 - Managed all prospective customers to clients and prepared packets containing information for same.
 - Evaluated all terms and conditions of lease and calculated required security deposit for property.
 - Performed regular inspections to ensure appropriate Housing Quality Standards.
 - Maintained records of all damages in various apartments.
 - Prepared inspection sheets and maintained files for retaining tenants.
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Education:

Bachelor's Degree in Business Administration
Loyola Marymount University, Los Angeles, CA

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