
PROPERTY MANAGER ASSISTANT RESUME

Objective:

Seeking the Property Manager Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Admirable collection and eviction experience
- Self-starter with excellent organizational, written and verbal skills.
- Working knowledge of computers: Microsoft Office Word, Excel and Outlook
- Strong problem-solving and analytical skills, conflict resolution.
- Exceptional ability to meet deadlines
- Ability to perform resident relations, leasing activities and administrative functions
- Profound ability to work within a team and effectively communicate
- Ability to prepare marketing plans and communicated with maintenance, writing up service orders

Work Experience:

Property Manager Assistant
Adecco, Prattville, AL
August 2005 to till date

- Handled record keeping, reporting, rental revenue, delinquencies, late notices, evictions.
- Managed customer service, resident relations, maintenance department practices, vendor relations, marketing and leasing.
- Responded to all field e-mails on a daily basis; and updated all collection and eviction accounts on a daily basis.
- Managed to scan and save all collection and eviction documents.

Property Manager Assistant
TEXAS MEDCLINIC, Prattville, AL
May 2000 to July 2005

- Maintained multiple site records and files as required; and served as the senior leasing associate and provided mentoring to leasing staff.
- Administered focus on leasing apartments, resident retention
- Assisted Property Manager with resident renewal activities and initiatives; and dealt with resident inquiries and complaints.
- Planned and organize resident events and functions.

Education:

Bachelor's degree in Business Administration
St. Louis University, St. Louis, MO

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