
PROPERTY MANAGER RESUME

Summary:

A top sales professional with proven years of experience in real estate and property businesses; highly motivated and organized property manager with vast experience in handling property management; distinguished excellence in selling, buying or leasing and governance activities of various properties; profound communication skills both in oral and in writing in dealing with various clients and individuals; exemplary interpersonal skills; ability to source out new and potential clients and projects

Professional Experience:

Property Manager January 2007 – present
NW Renters, Seattle, WA

Responsibilities:

Supervised and managed selling, buying, leasing activities of commercial, industrial and residential real estate properties.

Conferred regularly with community association members to ensure their needs are being met.

Accredited the eligibility of prospective tenants, following government regulations.

Directed and coordinated the activities of staff and contract personnel.

Evaluated contract personnel and staff's performance.

Real Estate Associate Manager June 2004– January 2007

Berkshire Property Advisors, Carolina, SC

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Real Estate Associate Manager June 2004– January 2007

Berkshire Property Advisors, Carolina, SC

Education:

Associate Degree in Real Estate Management, Arizona State University, 1999

Bachelor of Science in Business Administration, Arizona State University, 1994

Skills:

- Proficiency and expertise in MS Office: Word, Excel, PowerPoint,
 - Thorough knowledge of all test equipment
 - Very effective English verbal communication and written skills
 - Effectively communicates and resolves issues while complying with organizational standards and practices
 - Advanced proficiency level in the use of personal computers to include operating system
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Awards and Honors:

Licensure: California Real Estate License

Licensure: New York Real Estate License

Certified Residential and Commercial Appraiser: State of California and New York

National Association of Realtors, Member

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