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| |  | | --- | | **Experience** **ZIPRENT, Property Manager - May ’10 – Current**   * Create leasing documentation for customers * Manage service budget every year and negotiate deals and contracts with the property construction and utilities companies * Get deposits and rent from renters using electronic system * Negotiated lower rate with the companies for property maintenance, saving 15% annually   **ZIPRENT, Property Manager - May ’10 – Current**   * Collaborated with tenants of 60-unit building on late rent payments, maintenance requests, and lease terms * Collected deposits and rent, damage payments, taking care of all accompanying paperwork * Scheduled renovation and maintenance with almost no interruption to renters  **education** **UNIVERSITY OF SAN FRANCISCO**  **Sep ’02-June ’06**  Bachelor of Business and Management **sKILLS**  * Great communicative skills * Negotiation skills | | |  | | --- | | SummaryProperty Manager with 5+ years of work experience creating a great renting community by offering property via regular maintenance, dealing with complaints, and lowering service costs in order to raise money for various community events. | | |  |  | | --- | --- | |  |  | | [johnsmith@email.com](mailto:%20johnsmith@email.com) | (111) 222-3333 | |  |  | | [johnsmith @email.com](mailto:chloe.anderson@email.com) | [johnsmith @email.com](mailto:chloe.anderson@email.com) | | | CertificationsCertified Professional Manager (CPM)Certified Apartment Manager (CAM) | |