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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
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| 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. |
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| CertificationsCertified Professional Manager (CPM)Certified Apartment Manager (CAM) |

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