**Assistant Property Manager Resume Sample 1**

**George Smith**
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**A. Summary**

With more than 10 years of high-quality assistant property manager experience, I believe that I possess the skills and knowledge necessary to become a valuable member of your organization. Some of the tasks that I have routinely handled in my past experiences include showing properties to new potential tenants, processing tenant applications, taking maintenance request, and completing move out inspections. I look forward to the potential opportunities that working with your agency will provide.

**B. Working Experience**

**September/2011 - Present - Shady Meadows Apartment Complex, Braxton, New Jersey**

**Responsibilities:**

* Process new tenant applications and collect application fees
* Update signs with the latest marketing promotions
* Book model showings with new potential tenants
* Process maintenance repair requests during slow periods

**Achievements:**

* The apartment complex has received the silver award for Excellence two years running
* Nominated as the employee of the month for nine different months
* Perfect attendance award recipient for two straight years

**February/2009 - September/2011 - Lake Mary Retirement Community, Lake Mary, New Jersey**

**Responsibilities:**

* Greet tenants and accept rent payments during office hours
* Deliver rent payment invoices to tenants who are late
* Process maintenance requests for tenants
* Conduct showings of the model property with potential tenants

**Achievements:**

* Achieved an average increase in new tenants of three percent annually
* Nominated by tenants as the most friendly visitor center associate in 2010
* Successfully handled a redecorating project for the new building models

**May/2007 - September/2011 - Whispering Rivers Apartment Complex, Smallville, New Jersey**

**Responsibilities:**

* Accept rent payments and application fees
* Process new tenant paperwork and ensure everything is completed
* Conduct property showings when needed
* Process maintenance request and answer the emergency tenant rollover line

**Achievements:**

* Achieved an average tenant satisfaction rating of 92 percent
* The apartment complex was nominated as best in class for tenant satisfaction by Apartment Living
* Perfect attendance for two consecutive years

**C. Education and Academic Training**

High School Diploma, Greater Chimdale Public High, Chimdale, North Carolina, 1996

**D. Job Related Skills**

* Familiar with state and local equal housing laws
* Well versed in multiple PBX operating systems
* Ability to successfully process payments
* Great communication skills

**E. General Skills**

* Trained in Lotus Notes and Outlook
* WPM typing rate of 68
* Fluent in Spanish and English