**Assistant Property Manager Resume Sample 2**

**Tina Jenkins**  
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**A. Summary**

I initially started my assistant property manager career shortly after high school in 1996. Since then, I have had the privilege of working with multiple high-quality housing companies in various areas. I have experience collecting payments, processing new tenant applications, and processing and managing maintenance request. I look forward to hearing from you and seeing what opportunities your agency may provide for my continued long-term growth and professional development.

**B. Working Experience**

**April/2010 - Present - Pine Burst Housing Complex, Tampa, Florida**

**Responsibilities:**

* Collect application fees and process new tenant paperwork
* Answer the main desk telephone
* Accept rent payments from tenants
* Conduct various annual and semi-annual property inspections

**Achievements:**

* Recipient of the Most Beautiful Places to Live Award in 2011
* Promoted to lead assistant property manager in just six months
* Achieved an average successful signup rate of almost 82 percent

**December/2008 - April/2010 - Lake Okeechobee A List Apartments, Lake Okeechobee, Florida**

**Responsibilities:**

* Man the front desk telephone and answer basic questions
* Accept payments from current tenants and provide receipts
* Conduct property showings and ensure all guests are greeted quickly
* Perform basic property inspections according to company procedure

**Achievements**

* Achieved an average annual eviction rate reduction of six percent
* Successfully signed up 76 percent of property showing appointments
* Received annual marks of gold in the customer service category

**September/2006 - December/2008 - Bubbling River Cottages and Condos, River Town, Florida**

**Responsibilities:**

* Keep snack area stocked for current and potential tenants to enjoy
* Contact tenants who are late and establish a payment plan to bring them up to speed
* Process applicant paperwork in accordance with state and local laws
* Ensure maintenance requests are being handled quickly and efficiently

**Achievements:**

* Nominated as the Best Office Worker by tenants for two straight quarters
* Received the quarterly perfect attendance bonus four times
* The apartment complex was voted as the best in the city by Roger’s Housing Reviews

**C. Education and Academic Training**

High School Diploma, Lake Mary Public High, Lake Mary, Florida, 1992

**D. Job Related Skills**

* Trained in current state, city, and federal housing laws
* Familiar with basic accounting software like QuickBooks
* Receptionist and front desk skills
* Skilled in property inspections

**E. General Skills**

* Excellent customer service and communication skills
* Great sense of style for model property decor changes
* Average WPM typing rate of 72
* Excellent organizational skills