

Professional Profile

Objective: To utilize my considerable experience and knowledge in order to assist others in the multi-faceted realm of property management.

- Organization – Exceptional time management skills.
- Administration – Tremendous attention to detail, and proven supervisory experience.
- Leasing – Experienced in all fields of property leasing.
- Marketing – Expert in market surveys and competitive studies.
- Training – Promoted site continuity with a multitude of training opportunities for staff, including; Fair Housing and Safety.

Professional Accomplishments

Multi-Site Regional Manager

- Closing Rates – Accomplished a 90% minimum on all pre-qualified prospects.
- Sales – Established definitive techniques for enhancing awareness of and increasing traffic flow, which are now required of all sites.
- Education – Developed and delivered leasing training programs for dozens of staff members. Mentored on-site managers in all aspects of their training.
- Management – Effectively and efficiently manage property operations for three properties in Denver, Colorado.

Marketing Site Manager

- Demographics – Attractively repositioned the site to draw a new demographic, which resulted in considerably higher occupancy rates.
- Marketing - Integrated new marketing techniques to assist with increasing the awareness of the public to the site.
- Advertising – Worked self sufficiently and developed plans with an advertising company as another method of bringing up the occupancy rate.

Site Manager

- Progress – Tirelessly and convincingly worked to transform a blighted property to a highly desired community.
- Proven Sales – Moved the occupancy rate from 68% to 100%, with a waiting list.
- Safety – Brought in NPO Officers and helped to develop educational and safety seminars.
- Value – Vastly increased the NOI and market value of the property.

Accreditations and Awards:

- I.R.E.M. Institute of Real Estate Management ARM accreditation.
 - I.R.E.M. successful completion of 101, Successful Site Management.
 - I.R.E.M. successful completion of 201, Managing Maintenance Operations.
 - I.R.E.M. successful completion of 301, Marketing and Management.
 - I.R.E.M. successful completion of 400, Managing Real Estate as an Investment
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- I.R.E.M. Seminar “Before Disaster Strikes”
- I.R.E.M Seminar “ Asbestos Awareness Training Course”
- ARM Award for Manager of the Year – 1999
- ARM Award for Manager of the Year – 2000
- Department of Police Affairs Recognition of Community Service.
- ARM Committee President for three years.
- Colorado CAM class for 2005.

Proficient or Trained in:

Rent Roll Operating Systems One Site Credit Retrieval

Managing Real Estate as an Investment Fair Housing

Blood Borne Pathogens Asbestos Education

Drug and Crime Free Housing Managing Maintenance Operations

Mold Word Processing

Excel Spreadsheets

Work History

Multi-Regional Site Manager	Pride Property Management Denver, Colorado	2004 – Dec 29, 2006
Marketing Sales Manager	Pride Property Management New Orleans, Louisiana	2002 - 2004
Site Manager	Pride Property/ FPI Management Sacramento, California	1989 - 2002

References

- Kim Lund – Multi Site Manager for Garabaldi Company in Sacramento, California
 - Lonnie Waldeman – IREM board member and Vice President of IREM in Sacramento, California
 - Kathryn Snow – Accounting Executive for Pride Property Management in Atlanta, Georgia
 - Adrian Garcia – Sacramento Police Department
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