



# James Foster

Experienced property management administrative assistant with five years of experience supporting leasing offices and property managers. Skilled in tenant communication, lease preparation, and maintenance request coordination. Committed to enhancing tenant satisfaction and operational efficiency.

## Location

Los Angeles, CA 90025

## Phone

(123) 456-7890

## Email

email@example.com

## Website

linkedin

## Education

University of Southern California,  
Los Angeles, CA  
June 2015  
Bachelor of Arts (B.A.) in Real  
Estate Management

## Key Skills

- Lease management
- Maintenance request coordination
- Property inspections
- Tenant communication
- Vendor relations

## Professional Experience

Property Management Administrative Assistant, Urban Living Properties | Los Angeles, CA  
May 2018 - Present

- Draft and manage lease agreements for 200+ residential and commercial properties
- Act as the primary point of contact for tenant inquiries, achieving a 90% satisfaction rate
- Coordinate maintenance requests, ensuring timely resolution by liaising with vendors
- Conduct property inspections, identifying issues and ensuring compliance with safety standards

Leasing Office Assistant, Skyline Rentals | Los Angeles, CA  
January 2016 - April 2018

- Assisted property managers with scheduling tenant viewings and preparing leasing documentation
- Maintained accurate records of tenant communications and lease renewals

## Certifications

- Certified Property Management Assistant, National Apartment Association, January 2019