

James Foster

Property Management Administrative

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.

CONTACT

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-  LinkedIn | Portfolio
-  Los Angeles, CA 90025

EDUCATION

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

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, July 2019