

Jordan Lee

Property Management Coordinator

Detail-oriented property management coordinator with three years of experience overseeing residential properties and ensuring tenant satisfaction. Proficient in using property management software, including Yardi and AppFolio, to maintain occupancy rates and manage lease agreements. Recognized for enhancing tenant relationships and implementing efficient maintenance processes.

CONTACT



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LinkedIn | Portfolio



Harrisburg, PA 17101

EDUCATION

Bachelor's Degree in Business Administration
Pennsylvania State University,
University Park, PA, March 2018

KEY SKILLS

- Tenant Relations
- Lease Administration
- Property Management Software (Yardi, AppFolio)
- Maintenance Coordination
- Reporting and Documentation

PROFESSIONAL EXPERIENCE

PROPERTY MANAGEMENT COORDINATOR | PINEVIEW APARTMENTS,
HARRISBURG, PA
JANUARY 2020

- Manage day-to-day operations for a residential complex with 150 units, ensuring all tenant requests are addressed promptly.
- Prepare monthly occupancy reports and track lease renewals to maximize occupancy rates.
- Collaborate with maintenance staff to schedule repairs and improvements, ensuring timely completion of work orders.

ASSISTANT PROPERTY MANAGER | RIVERBEND REALTY, HARRISBURG,
PA
JUNE 2018 – DECEMBER 2019

- Assisted the property manager in overseeing rental operations, including tenant onboarding and lease management.
- Conducted property tours for prospective tenants and handled inquiries regarding rental policies.
- Maintained accurate records of rent payments and lease agreements in Yardi software.