

SP

Sofia Patel

Apartment Property Manager

Apartment property manager with five years of experience in high-rise urban communities. Expert in tenant retention and amenity programming, maintaining 95% occupancy in luxury properties. Proficient in MRI and Entrata platforms.

CONTACT



(123) 456-7890



sofia.patel@example.com



LinkedIn | Portfolio



Denver, CO 80202

EDUCATION

Bachelor's Degree in Hospitality
Management Colorado State University
Fort Collins, CO | May 2016

KEY SKILLS

- Lease Conversion
- Tenant Retention
- MRI
- Entrata
- Amenity Programming

PROFESSIONAL EXPERIENCE

APARTMENT PROPERTY MANAGER | SKYLINE TOWERS, DENVER, CO JANUARY 2020

- Manage leasing for a 250-unit luxury high-rise, achieving and sustaining 95% occupancy
- Design and execute quarterly amenity events, boosting resident engagement scores by 30%
- Collaborate with maintenance and housekeeping to ensure timely resolution of 300+ work orders monthly

LEASING CONSULTANT | URBAN LIVING FLATS, DENVER, CO JUNE 2016 – DECEMBER 2019

- Conducted 20+ property tours per week, converting 25% to new leases
- Supported the renewals process, contributing to a 12% year-over-year increase in lease renewals
- Maintained accurate resident records and rent rolls in MRI