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Anthony Jenkins

Assistant Property Manager

Property manager with two years of experience managing 28 rental cabins at a lakeside resort. Strong experience using AppFolio and Microsoft Office to calculate occupancy rates and prepare financial reports for resort management. Skilled in using Microsoft Excel to create pivot tables and macros to generate custom reports. Career highlights include winning "Employee of the Year" award from Lakeside Rentals.

CONTACT

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 email@example.com

 LinkedIn | Portfolio

 Bear Creek Township, PA
18702

KEY SKILLS

- Using formulas, pivot tables, VBA macros, and other tools to create reports and perform calculations in Microsoft Excel
- Local and state regulations governing rent collection and eviction procedures
- Negotiating rental agreements and lease terms
- Managing competing priorities
- Preparing reports and presentations

PROFESSIONAL EXPERIENCE

PROPERTY MANAGER | LAKESIDE RENTALS, LAKE WALLENPAUPACK, PA
JUNE 2018

- Take reservations, check in guests, and collect monthly rent payments
- Schedule cabin maintenance and follow up with personnel to ensure tasks are completed
- Collect security deposits and make deductions in event of severe policy violations, such as extensive cabin damage
- Calculate occupancy rates and create financial graphs and charts in Microsoft Excel
- Prepare reports with Microsoft Word and presentations with Microsoft PowerPoint

EDUCATION

Associate Degree in Business Administration | Wilkes University
Wilkes-Barre, PA | May 2018