



Leanne Smith

Senior Property Manager

Certified Property Manager with seven years of experience. Draw on deep knowledge of local, state, and federal laws governing security deposits, rent collection, eviction, and anti-discrimination. Demonstrated success overseeing a team of five maintenance workers, one building manager, and one assistant property manager.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  South Orange, NJ 07079

KEY SKILLS

- Complex solution-seeking
- Microsoft Office Suite (advanced Excel)
- Profit and expense ratio calculation
- Reporting and documentation

EDUCATION

Bachelor's Degree in Marketing
Montclair State University,
Montclair, NJ | February 2013

PROFESSIONAL EXPERIENCE

PROPERTY MANAGER | NORTH JERSEY PROPERTY ASSOCIATES, WEST ORANGE, NJ
MAY 2016

- Collect cash and checks from tenants, issue receipts, and follow up on late payments as needed
- Prepare financial reports to help property owners and investors understand how each building has performed in terms of expense ratios and profit
- Start eviction proceedings per state and local laws when clients fall behind on rent payments or commit serious lease violations
- Manage personnel by assigning tasks and following up to ensure each assignment has been completed correctly
- Inform property owners of any issues needing their attention

PROPERTY MANAGER | WEST ORANGE REALTY, WEST ORANGE, NJ
APRIL 2013 – MAY 2016

- Schedule maintenance work based on tenant requests, and assign personnel to complete work orders
- Conduct tours of vacant units and answer questions about company rental policies
- Collect security deposits, pet deposits, rent payments, and any payments for damage
- Issue warnings for policy violations, such as noise complaints or damage to building common areas
- Prepare expense reports using receipts submitted by maintenance workers, building managers, and owners

CREDENTIAL

Certified Property Manage | Institute for Real Estate Management