

Taylor Green

Property Management Administrative Assistant

Administrative assistant in property management with three years of experience supporting multi-unit residential teams. Proficient in lease documentation, tenant communications, and rent processing in AppFolio. Recognized for improving office workflows and reducing turnaround on tenant inquiries by 40%.

CONTACT

-  (123) 456-7890
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-  LinkedIn | Portfolio
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KEY SKILLS

- Lease Documentation
- Tenant Communications
- AppFolio
- Workflow Optimization
- Office Administration

PROFESSIONAL EXPERIENCE

September 2019

Administrative Assistant, Cascade Properties | Portland, OR

- Process rent payments and security deposit returns for 400+ tenants monthly
- Draft and distribute lease renewal notices, achieving a 90% on-time response rate
- Implemented an electronic filing system, reducing document retrieval time by 50%

June 2017 - August 2019

Office Coordinator, Urban Edge Management | Portland, OR

- Answered tenant calls and emails, resolving 80% of inquiries on first contact
- Prepared work orders and coordinated vendor scheduling for maintenance requests
- Maintained accurate tenant ledgers and assisted with monthly billing

EDUCATION

Associate's Degree in Business Administration

Portland Community College, Portland, OR | May 2017