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Adam O'Leary

Director of Property Management

Property manager with 12 years of commercial and residential experience. Completed the Residential Management Professional certification, which requires over two years of experience managing rental properties with over 100 units. Extensive background negotiating lease terms, overseeing maintenance workers and contractors, resolving tenant disputes, and attending court proceedings for residential eviction matters.

Contact



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Myrtle Beach, SC 29575

Key Skills

- Lease agreement management
- Maintenance request tracking
- Maintenance worker management
- Microsoft Word, Excel, PowerPoint
- Property management software (AppFolio, Buildium)
- Rent payment documentation

Education

Bachelor's Degree in Business Administration

South Carolina State University,
Orangeburg, SC | March 2008

Professional Experience

PROPERTY MANAGER | OCEANSIDE PROPERTIES, MYRTLE BEACH, SC OCTOBER 2014

- Analyze the financial performance of a rental company with over 200 units
- Prepare financial reports and generate charts and graphs for use in presentations
- Respond to tenant questions or complaints about building policies
- Collect and record rent payments in AppFolio property management software
- Attend court hearings and testify on behalf of Oceanside Properties in eviction proceedings

PROPERTY MANAGER | MILTON REAL ESTATE, MYRTLE BEACH, SC SEPTEMBER 2008 – OCTOBER 2014

- Collected rent payments, issued receipts to tenants, and recorded each payment in Buildium software
- Followed up with tenants by phone and certified letter if rent payments were over 10 days late, and started eviction proceedings after 60 days of nonpayment
- Remitted payments to contractors and other vendors, per internal accounts payable procedures

Certifications

- Residential Management Professional, National Association of Residential Property Managers, March 2015