



# DEVON WHITAKER

## CONTACT INFORMATION



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Columbus, OH

## KEY SKILLS

- Entrata
- Microsoft Excel
- Lease application processing
- Fair Housing basics
- Resident communication
- Rent collection
- Tour and closing techniques
- Work order coordination

## ABOUT ME

Recent business graduate with 2 years of leasing and front-office experience at a 180-unit community. Ready to step into a Property Manager or Assistant Manager seat. Comfortable with Entrata, Fair Housing rules, and resident-facing problem solving.

## PROFESSIONAL EXPERIENCE

### Leasing Consultant

Hollowbrook Apartment Homes, Columbus, OH | June 2023 - Present

- Toured 12-18 prospects per week and closed 47 new leases in 2024, beating the property goal by 9 leases.
- Processed applications, background checks, and lease packets in Entrata with zero compliance escalations.
- Handled renewal calls for 60+ residents per quarter, contributing to a renewal rate above the regional average.
- Covered front desk during the assistant manager's PTO, including rent posting and work order dispatch.

### Front Desk Associate (Internship)

Kestrel Student Living, Columbus, OH | June 2022 - September 2022

- Checked in residents and guests at a 400-bed student housing community during peak turn.
- Logged maintenance requests and followed up with residents within 24 hours of completion.
- Assisted with the turn schedule for 92 units, tracking vendor sign-offs on a shared spreadsheet.

## EDUCATION

### B.S. in Business Administration

The Ohio State University | May 2023

- Ohio Real Estate Salesperson License, 2024