



Thandiwe Delgado

Leasing Consultant

Leasing professional with 3 years of experience conducting property tours, coordinating showings, and managing work orders using AppFolio and Yardi. Maintained a property occupancy rate of 96.1% by scheduling same-day follow-up calls with prospects after each tour. Helped raise property occupancy from 88.9% to 93.2% over 7 months by following up with every prospect within 24 hours of their initial visit.

CONTACT INFORMATION



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Dickinson, ND 12345

KEY SKILLS

- AppFolio
- Yardi
- RentCafe
- Microsoft Excel
- Lease Administration
- Property Tours and Showings
- Work Order Management
- Fair Housing Compliance
- Tenant Communication
- Vacancy Marketing

PROFESSIONAL EXPERIENCE

LEASING CONSULTANT | PRAIRIE STONE RESIDENTIAL PARTNERS, DICKINSON, ND

2024 – PRESENT

- Processed 57 work orders per month by logging requests in AppFolio within 2 hours of receipt and coordinating maintenance crew assignments for a 120-unit community.
- Conducted an average of 23 property tours per week, walking prospects through available units and advising on layout options that matched household size and budget.
- Maintained a property occupancy rate of 96.1% across all unit types by scheduling same-day follow-up calls with prospects after each tour.
- Coordinated appointments for 8 to 12 showings per day, comparing unit features with nearby competitors to address prospect concerns about pricing and amenities.

LEASING ASSISTANT | KNIFE RIVER PROPERTY GROUP, BISMARCK, ND

2023 – 2024

- Logged and routed 34 work orders per month through Yardi, confirming completion with maintenance staff within 48 hours of each submission.
- Conducted 14 property tours per week for an 86-unit garden-style complex, greeting walk-in visitors and guiding them through model units and available floor plans.
- Advised ownership on staging recommendations during 9 unit previews per month, helping present vacant apartments with updated lighting and furniture placement.
- Helped raise property occupancy from 88.9% to 93.2% over 7 months by following up with every prospect within 24 hours of their initial visit.

EDUCATION

AAS in Administration

Dickinson State University, Dickinson, ND | 2021 – 2023