



# Lila Padilla

Senior Leasing Consultant

Leasing professional with 6 years of experience managing prospect pipelines in Yardi, RentCafe, and AppFolio while coordinating lease signings and lease administration across multifamily communities. Achieved 111% of monthly leasing targets for 9 consecutive months by negotiating lease terms and tailoring unit recommendations to each prospect's budget.

## CONTACT INFORMATION

 (740) 555-0125

 lila.padilla@example.com

 Chillicothe, OH

## KEY SKILLS

- Yardi
- RentCafe
- AppFolio
- Lease Negotiation
- Prospect Pipeline Management
- Lease Signing Coordination
- Market Comparable Analysis
- Microsoft Excel
- MLS
- Lease Administration

## PROFESSIONAL EXPERIENCE

2023 - Present

**Senior Leasing Consultant** | Paint Creek Residential Group, Chillicothe, OH

- Tracked 142 prospect leads per month in Yardi, assigning follow-up tasks within 4 hours of initial contact and converting inquiries into scheduled visits.
- Achieved 111% of monthly leasing targets for 9 consecutive months by negotiating lease terms independently and tailoring unit recommendations to each prospect's budget.
- Coordinated 14 lease executions per month, overseeing document signing and confirming receipt of required deposits within 5 business days of approval.

2021 - 2023

**Leasing Consultant** | Scioto Bend Apartments LLC, Waverly, OH

- Logged 118 prospect leads per month in RentCafe, tagging each by source and follow-up status to give the property manager a clear pipeline view.
- Reached 104% of monthly leasing targets over 18 months by generating lists of available units compatible with each prospect's financial resources and bedroom needs.
- Coordinated 11 lease signings per month, ensuring required documents were signed and move-in payments received on schedule.

2020 - 2021

**Leasing Assistant** | Buckeye Hollow Property Services, Jackson, OH

- Supported the senior consultant in processing 54 lease applications during a 12-month period, assembling document folders and scheduling move-in inspections.
- Entered 78 prospect leads per month into AppFolio, confirming contact details and flagging duplicates to keep the database accurate.
- Generated comparison lists of 6 to 8 properties per prospect, matching unit size, amenity access, and rent range to each household's stated budget.

## EDUCATION

**BS, Business Administration**

Shawnee State University, Portsmouth, OH | 2016 - 2020