



Fwd: resume

M Lusk <phonebooksmom@gmail.com>
To: tamara@acrobotoutsourcing.com

Tue, Oct 1, 2013 at 3:29 PM

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From: **valerie gerdes** <valgerdes14@yahoo.com>
Date: Mon, Sep 16, 2013 at 12:25 PM
Subject: resume
To: "melanielusk15@gmail.com" <melanielusk15@gmail.com>, "phonebooksmom@gmail.com" <phonebooksmom@gmail.com>

Melanie Lusk

5843 Harold Way #3
Los Angeles, CA 90028

MelanieLusk15@gmail.com
213-300-3040

Career Objective

v A property manager with 7 years of experience seeking a position as a property manager, where such experience would add great value.

Key Skills

v Good communication skills, both verbal and written
v Efficient time management skills
v Good administrative and management skills
v Knowledgeable about the latest updates and nuances in the rental laws and procedures
v Ability to independently handle common maintenance repairs without outsourcing (i.e. water heaters, garbage disposals, wall patching and painting, small electrical tasks, etc.)

Work Experience

Resident Building Manager

2006 -

Present

11 Unit Complex
5839, 5841, and 5843 Harold Way
Los Angeles, CA

v Organized and recruited the subcontractors
v Negotiates and recognized lease agreements