

Amanda Vasquez

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OBJECTIVE

To further my growth as an apartment resident manager.

WORK EXPERIENCE

Auburn Hills Apartments, Auburn, CA United States

Resident Apartment Manager

03/2012-Present

- Responsible for overall physical property management which includes regular property walkthroughs, scheduling and overseeing property repair, preventative maintenance and improvement projects.
- Collect monthly rents and late fees
- Responsible for all leasing responsibilities for the property including tours of property, communication with potential tenants, preparation and submission of required documentation
- Including credit checks and leases. Maintain records of leasing traffic and leases.
- Maintain all resident files.
- Provide customer service to tenants including accepting and responding to maintenance Requests, inquiries and hospitality events. Handle all resident problems including Delinquencies, conduct, complaints, requests and leasing issues.
- Responsible for advertising for property including on-line and print advertising.
- Cleaning/Repairing turnovers for move outs.
- Landscaping

All Property Management

Laura Johnson

Leasing Agent

10/2010- 01/2012

- Assisted with showing units to potential tenants.
- Communicated with potential tenants
- Processed Applications
- Cleaning/Repairing units for turnovers for move outs.

Bloom Productions

2016-Present

- Server
- Event Staff

- ☐ Ability to deal with escalated issues
- ☐ 10 years of Administrative work