

Freddie L Scott Jr.

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4362 Coolidge Ave. Los Angeles California 90066 Cell: (214)-315-4313

Property Management Leasing Consultant

Consulted effectively and efficiently with prospects, applicants, & residents via phone, in person, and Internet inquiries on requirements of Texas State Law to lease vacant units, and availability, reported to apartment management properties w/ multi-family dwelling units, combining professional leasing consultant training with legal training to handle all phases of leasing duties, including lease-ups and rehab units, adding caring customer service skills to obtain resident retention as a visible & physical representative of the company, adhering to its policies and procedures of day-to-day functions at all times, while increasing occupancy rate from 80% to 95%-97% full capacity, while offering concessions for renewals of lease terms.

EXPERIENCE: Worked with Multiple Apartment Staffing Agencies from 2015-2016.

- The liberty Group, Sterling Apartment Staffing, AAA Staffing, BG Personnel Staffing and Career Strategies.
- Yardi, One Site, Blue Moon, Lead to lease, Yield Star and Craigslist.

The Liberty Group.

Dallas, Texas

Property Management Leasing Consultant

1/2016 –

- Responded & Followed up to overnight voice mail calls.
- Assisted Vendors & Couriers.
- Drafted Legal Documents.
- Set-up Conference Calls with Clients.
- Filed Evictions.
- Indexed Clients Files & Responded to Outlook Emails
- Updated Residents with Information Concerning their Lease and Community Policies.

Sterling Apartment Staffing

Dallas, Texas

Property Management Leasing Consultant

7/2015-

- Met with all prospects and created guest cards.
- Scheduled Move-Outs and Make-Readies.
- Generated documents, e.g. complaint with TAA.
- File & copy numerous client files; submitted scheduled work orders.
- Followed up with fax & E-mails regarding notices and rental inquiries.

EDUCATION:

Richland Community College

Associates of Arts-Mass Communications

Attending 7/2016 - Graduation Date

12/2017

Dallas, Texas

REFERENCES:

Available Upon Request