

**Freddie L Scott Jr.**

**Freddie.Scott85@yahoo.com**

**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**