

marie mira

I hope to hear back from you soon and thank you for your consideration. ☺
Please feel free to let me know if you have any questions or concerns at all.

The Perry & Associates — Leasing Manager/Assistant Manager

December 2021-Ongoing

With Perry & Associates I began assisting with Morrison Townhomes at 11312 Morrison St, North Hollywood. I began with setting up the open house signs, making sure available units are presentable, and awaiting both scheduled & walk-in tours. During tours I show guests the full property amenities, rental criteria, and inform prospects of what utilities are included. Should any guest be interested I would present them with the leasing application and let them know what documents to bring so it may be processed. I worked here part time when I was younger & resumed when I had finished up at The MidCity Flats.

My daily duties have expanded to helping both Morrison Townhomes & their sister property, The Hacienda Hollywood located at 7367 Hollywood Blvd. I still do my previous duties as well as handling calls, managing move-in & move-out days for renters, assisting in processing applications, handling payables for our accounting department as needed, requisitioning for the office, brief weekly meetings of leasing updates with the community manager, and managing all keys for the property accordingly. I will also assist with other activities as requested.

The MidCity Flats — Leasing Manager

June 2021- December 2021

While working with The MidCity Flats, I aided in a lease up of the community. It is a brand-new property and has 75 available units in total. I am the Lead Leasing Agent until we hit maximum occupancy for TCO. As such, I was in charge of following up with all prospects and being sure to tour the property while matching them to their ideal apartment features and keeping in mind their budget set. I also assisted in showing the commercial space attached to the property, move-ins, signage, resident retention activities, and maintenance requests submitted about the property.

Career Strategies LA, CA & Phoenix, AZ — Leasing Agent

September 2020 - August 2022

I temp as a leasing agent with this agency. I assist properties as needed. Most commonly by doing showings, searching for new prospects, processing applications, key audits, work order submissions, and call backs to residents. With this agency I have worked from Santa Monica, CA to Mesa, AZ and have developed my skills in various apartment office aspects with various stress levels & both urban/modern environments.

The Hilton Universal, Studio City, CA — Barista, Hostess, Server, Room Service Cashier

September 2018- March 2020 (COVID LAYOFF)

I had to rotate positions as needed depending on the season and department that needed it most. I would prepare a variety of drinks for high volume of customers promptly, Cleaning the workspace with sanitation chemicals and keeping the station restocked, Ordering requisition for my department to be able to accommodate customer needs, Seating guests in a timely and orderly manner while maintaining a rotation for servers, Creating reservations for restaurant dining and room preorders, Cashiering for both in person and phone call orders, Creating daily paperwork on a daily basis to log daily amenities and actions for future reference, and Assisting servers with setting tables and helping customers.

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SKILLS

- Quick learner.
- Works well with others.
- Knowledge of the QnQ, Appfolio & Yardi systems.
- Can handle fast paced environments.
- Receptionist experience.
- Money Handling experience.
- Customer service professional.
- Fair Housing Regulations.

Education

Real Estate License Courses, ongoing studies — OnlineEd

I am presently attending through online courses.

North Hollywood H.S, N. Hollywood — Diploma

January 2015 - June 2017

While I originally attended Saugus High School in Valencia, CA my family and I relocated residence to North Hollywood, CA where I completed my schooling.