

Susan Martin
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Profile

Recent graduate from the University of Tennessee has excellent computer skills and experience working as an assistant to the property manager of a company with 140 rental units. Proficient in using Microsoft Word to prepare correspondence, Microsoft Excel to generate financial statements and Buildium to monitor property-related expenses, manage maintenance requests and record rent payments from tenants. Applicant is currently preparing to sit for the Certified Property Manager examination offered by the Institute of Real Estate Management.

Key Skills

- High level of proficiency in the Microsoft Office suite
- Extensive experience preparing financial reports to help determine the profitability of a rental property
- Two years of experience collecting rent payments, contacting tenants to follow up on late payments and issuing receipts
- Skill in using the Buildium software to manage maintenance requests
- In-depth knowledge of property-management practices and procedures

Education

Bachelor's Degree in Business Administration

University of Tennessee, Knoxville, TN, August 2016 - May 2020, 3.81 GPA

Completed a three-credit internship with a real-estate broker, providing an opportunity to learn how to perform the following tasks:

- Calculate occupancy and vacancy rates for a multi-family residential property
- Fill out lease agreements and other paperwork related to residential and commercial rentals
- Conduct tours of vacant rental properties

Professional Experience

Assistant to the Property Manager, Rockview Property Management, Nashville, TN

July 2019 - Present

- Assist residential property manager with advertising, apartment tours and preparation of financial reports
- Answer questions related to policies regarding security deposits, pets and lease terms
- Process maintenance requests and forward them to the appropriate worker