

[First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **[Property Manager]** with [X]+ years overseeing mixed residential and commercial portfolios, maximizing NOI and tenant satisfaction. Proven track record in budget management, vendor coordination, and lease administration for [multifamily communities / office buildings]. Adept at implementing process improvements, compliance programs, and technology solutions to reduce operating costs and minimize vacancy. Skilled in building strong tenant relationships and leading on-site teams to deliver consistently high service standards.

PROFESSIONAL EXPERIENCE

[Senior Property Manager] | [ABC Property Management Group]

[City, State] | [MM/YYYY] – Present

- Lead day-to-day operations for a [###]-unit [multifamily/community/office] portfolio, overseeing leasing, maintenance, and resident services to maintain occupancy above [##]% and reduce annual turnover by [##]%.
• Develop and manage annual operating budgets totaling [\$X.XM+], tracking variances, renegotiating vendor contracts, and implementing cost controls that lowered operating expenses by [##]% while preserving service quality.
• Implement standardized inspection, preventive maintenance, and work-order procedures using [Yardi / AppFolio / Buildium], improving response times by [##]% and increasing tenant satisfaction scores based on [survey/NPS] results.

[Property Manager] | [XYZ Real Estate Holdings]

[City, State] | [MM/YYYY] – [MM/YYYY]

- Managed a mixed-use property of [###] residential units and [##,###] sq. ft. of retail space, coordinating leasing, rent collection, and renewals to consistently achieve [##] %+ rent collection and minimize bad debt.
• Oversaw vendor relationships and service contracts for landscaping, security, janitorial, and capital projects; solicited bids, evaluated proposals, and monitored performance to ensure adherence to SLAs and budget.
• Ensured compliance with local housing regulations, fair housing laws, and safety codes by maintaining accurate documentation, scheduling inspections, and coordinating remediation, resulting in [0] major violations during tenure.

EDUCATION

[Bachelor of Science in Real Estate / Business Administration] | [University Name]

[City, State] | [MM/YYYY] – [MM/YYYY]

- Relevant coursework: [Property Management], [Real Estate Finance], [Facilities Management], [Contract Law], [Accounting].

[Professional Certification – e.g., Certified Property Manager (CPM) or ARM] | [Institute of Real Estate Management (IREM) or Other]

[MM/YYYY] – [MM/YYYY]

- Focus on [asset management], [risk management], [ethics], and [operational best practices] in property management.

SKILLS

- **Property & Operations:** [Lease administration], [tenant relations], [maintenance coordination], [inspections], [vendor management].
- **Financial Management:** [Budgeting], [CAM reconciliations], [rent collection], [forecasting], [financial reporting].
- **Compliance & Risk:** [Fair housing regulations], [local building codes], [safety protocols], [documentation and record-keeping].
- **Technology:** [Yardi], [AppFolio], [Buildium], [Microsoft Excel/Word], [property management CRM tools].

- **Communication & Leadership:** [Tenant communication], [conflict resolution], [team supervision], [stakeholder coordination].
- **Strategic & Analytical:** [Occupancy optimization], [market rent analysis], [process improvement], [data-driven decision-making].

SELECTED PROJECTS

[Portfolio Optimization & Vacancy Reduction Initiative] | [ABC Property Management Group]

[MM/YYYY] – [MM/YYYY]

- Led a targeted marketing and renewal campaign across a [###]-unit portfolio, leveraging online listing platforms, resident referral programs, and lease renewal incentives to reduce vacancy from [##]% to [##]% within [X] months.
- Analyzed historical leasing data and local market comps to adjust pricing strategy and lease terms, increasing average effective rent by [##]% while maintaining high occupancy.

[Maintenance Workflow Digitization] | [XYZ Real Estate Holdings]

[MM/YYYY] – [MM/YYYY]

- Implemented a digital work-order and inspection process using [Yardi / AppFolio mobile tools], replacing manual paper-based systems and centralizing maintenance records.
- Standardized response-time targets and reporting dashboards, improving average completion time for non-emergency work orders by [##]% and enhancing transparency for tenants and ownership.