

# Danielle Oyewo

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Atlanta, GA

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## WORK EXPERIENCE

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### Acacia Network - Affordable Housing Property Manager

2017 - current

Atlanta, GA

- Utilized TIC to determine rental rates for each tenant annually, resulting in 0 missed re-certification reviews.
- Granted LIHTC for financing 100 additional housing units, and making unit improvements.
- Exceeded management expectations, completing Housing Credit Certified Professional credentials in 2019, ensuring 100% LIHTC compliance.
- Answered 50+ calls from tenants, prospective tenants, contractors, and funders per day.
- Addressed tenant work orders, ensuring completion or progress within 12 hours of initial reporting.
- Systematized Fair Housing Laws, organizing simplified checklists for compliance, resulting in 0 instances of non-compliance.

### Related Affordable Housing - Affordable Housing Property Manager

2013 - 2017

Atlanta, GA

- Communicated professionally with 5+ potential tenants per day, and patiently explained rental contracts.
- Managed accounts payable and expenses through TenantCloud, increasing efficiency and saving \$500 per month in software expenses.
- Cultivated strong relationships with contractors, receiving 15% discounts for all long-term partnerships.
- Delivered exceptional customer service, resulting in 98% positive survey reviews.
- Calculated rental rates for new and current tenants as required, missing 0 deadlines.
- Routinely inspected 100+ property units for maintenance, ordering repairs before tenant complaints.

### Cushman & Wakefield - Property Manager

2011 - 2013

Atlanta, GA

- Responsible for long term and day-to-day operations for a 150 unit rental property.
- Collaborated with 30+ professionals, including contractors, subcontractors, and landscapers to provide responsive, reliable property care.
- Received and processed maintenance requests, and provided initial order inspections, eliminating the need for 15% of contract calls.
- Initiated 4 major improvement projects, including pool renovation and gym installation, increasing occupancy to 99%.
- Reviewed invoicing, expenses, and 10+ other administrative tasks completed by assistant property managers.

## EDUCATION

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### Georgia State University - Bachelor of Arts, Real Estate

2007 - 2011

Atlanta, GA

## SKILLS

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Building Requirements; Problem Solving; Collaborative; Detail Oriented; Security; Move-ins