





# HAL FEENEY

## ASSISTANT PROPERTY MANAGER

### CONTACT

halfeeney@gmail.com   
(123) 456-7890   
Miami, FL   
[LinkedIn](#) 

### EDUCATION

Bachelor of Arts  
Real Estate  
Florida State University  
2009 - 2013  
Tallahassee, FL

### SKILLS

Building Requirements  
Security  
Problem Solving  
Detail Oriented  
Vendor Management  
Move-ins

### WORK EXPERIENCE

#### Assistant Property Manager

Colonial Domestic Agency

2017 - current / Miami, FL

- Handled negotiations of consulting services agreements and day-to-day expenses, saving Colonial Domestic Agency \$50,000+ per year.
- Utilized social media marketing campaigns targeted to University of Miami students, driving up occupancy by 15%.
- Screened potential applicants, ensuring that they could comply with property rules, reducing the need for evictions by 11%.
- Performed property inspections 1 time per month, checking for routine maintenance requirements and scheduling with contractors when necessary.
- Created rent collection portal for residents, improving organization and the rate of on-time payment by 20%.

#### Assistant Property Manager

Elliman Property Management

2015 - 2017 / Miami, FL

- Assisted in all aspects of property management for a 62 unit, 150,000 sq ft property.
- Collaborated with maintenance staff and other contractors, allowing for a 73% faster rental exchange from move-out to move-in.
- Organized tenant complaint system, receiving complaints and monitoring for repeat complaints, hastening addressment speed and reducing the risk of poor tenant reviews by 25%.
- Prepared lease agreement paperwork, and conducted credit checks for potential tenants.

#### Server

Rudy's Steakhouse

2013 - 2015 / Miami, FL

- Acted in the best interest of the business, helping co-workers with all duties when possible, reducing staff turnover by 10% and downtime by 17%.
- Mentored 7 runners and novice floor staff on best practices for profit generation and customer satisfaction.
- Exceeded sales targets by 13% by catering to diners tastes and suggesting high-margin menu items, such as appetizers, add-ons, desserts, and drinks.
- Adhered to detailed expectations of the chef when describing and presenting dishes, improving 20+ diners experiences according to Google Reviews.
- Provided friendly, thorough customer service while maintaining table efficiency and exceeding turn-over goals by 6%.
- Maintained detailed knowledge of 14+ menu items, including cooking preparation, inspiration, dietary restrictions, and flavor profiles.