





# TAVARES ORTIZ

## Entry Level Property Manager

### CONTACT

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Denver, CO   
[LinkedIn](#) 

### EDUCATION

Bachelor of Arts  
Real Estate  
Colorado State University  
2015 - 2019  
Fort Collins, CO

### SKILLS

Thorough  
Leadership  
Maintenance  
Property Visits  
People Management  
Teamwork

### CAREER OBJECTIVE

Real Estate BA with skills in property bookkeeping, tenant communications, and maintenance from junior property maintenance and real estate. Seeking opportunity to utilize my skills to contribute to best practices as a Property Manager at Rocky Mountain Properties.

### WORK EXPERIENCE

#### Junior Property Manager

Riseboro Community Partnership

2020 - current / Denver, CO

- Communicated with 250+ tenants, receiving tenant complaints and work order requests.
- Upgraded accounting system from QuickBooks to the industry-specific system, Buildium, saving 175 hours per quarter on e-filings and expense tracking.
- Invoiced tenants for work orders, rent payments, and late fees.
- Provided primary work order inspections, reducing the need for contractors 40% of the time, saving the company \$4,000 per month.
- Monitored accounts receivable collections, ensuring 0% of late payments went unnoticed.
- Created events for tenants, including Halloween movie nights and raffles, resulting in 10% higher occupancy than neighboring properties.

#### Real Estate Agent Intern

Compass

2019 - 2020 / Denver, CO

- Prepared projections on performance with Compass asset managers, suggesting future developments, including one which secured \$75,000 in revenue.
- Independently organized client filing system, including budget, property zone and type, and A5 interest forms, increasing website traffic by 15%.
- Transferred staff communication systems from Outlook to Monday.com, simplifying email chains and saving agents 5+ hours per week.
- Assisted in lease preparations, rent payment and ensuring financial information was correct and up-to-date for 3+ properties per week.
- Collaborated with licensed real estate agents, implementing and tracking development plans, boosting efficiency by 12%.
- Monitored loan status under direct supervision.