

Ronna Jackson

On Site Property Manager

Professional Property Manager with 10+ years of management experience. I've saved companies more than \$200,000 per year in staff efficiency, high occupancy, and low repair costs. Looking to harness these unique skills to enable property management growth for SD Shoreline Properties.

WORK EXPERIENCE

Besen Partners

On Site Property Manager

San Diego, CA | 2016 - current

- Initiated 2+ leases with new tenants per month, including apartment showings, running credit and background checks, and explaining contracts.
- Spearheaded the adoption of app-based rental payment and invoicing management, reducing the number of late payments by 35%.
- Responsible for receiving rental and tenant complaints, utilizing conflict negotiation skills to eliminate the need for 5+ possible evictions.
- Inspected grounds daily and 90 units monthly, scheduling maintenance as needed and reducing costs for emergency maintenance by \$1,000 per month.
- Processed 100% of eviction cases without conflict.
- Communicated with maintenance staff effectively, allowing for 90% completion of work requests within 10 hours.

WayFinder PM

Property Manager

San Diego, CA | 2012 - 2016

- Advertised rental openings with Zillow, acquiring 5+ new tenants per month.
- Screened potential applicants, using income statements, credit scores, letters of recommendations, and background checks.
- Achieved 0 tenant evictions through thorough tenant screening processes.
- Created short-term and month-to-month lease options through Airbnb, charging higher rates and increasing net revenue by 3%.
- Responded to tenant work requests, conducting initial inspections and bringing in contractors as necessary, receiving 95% positive tenant reviews for responsiveness.

Westminster

Assistant Property Manager

San Diego, CA | 2010 - 2012

- Handled 5+ tenant assistance requests per day, contacting plumbers, electricians, landscapers, and general laborers as needed.
- Increased administrative efficiency by 20%, modernizing billing system and expense reporting.
- Responsible for billing tenants for 10+ expenses, including monthly rent, late fees, work requests, water, and parking fees.

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[LinkedIn](#)

SKILLS

- Scheduling
- Thorough
- Inspection
- Maintenance
- Building Requirements
- Property Visits

EDUCATION

Bachelor of Arts

Real Estate

University of California San Francisco

2006 - 2010

San Francisco, CA

- Launched tenant events program, including trick-or-treating events, social hours, movie nights, raffles, and snapchat filter events, increasing the average rental duration by 1 year.