

DYONTE BLAKE

Property Manager

✉ dyonteblake4@gmail.com

☎ (123) 456-7890

📍 Boston, MA

🌐 LinkedIn

EDUCATION

Bachelor of Arts

Real Estate

University of Massachusetts,
Amherst

📅 2008 - 2012

📍 Amherst, MA

SKILLS

Maintenance

Inspection

Collaborative

Building Requirements

Scheduling

Thorough

CAREER OBJECTIVE

Seasoned property manager with 7+ years of experience working in commercial and multifamily management. Seeking an opportunity to apply diverse management skills to a company like Gardner Drive.

WORK EXPERIENCE

Property Manager

Venn

📅 2018 - current 📍 Boston, MA

- Requested and supervised improvements for 200 individual rental units.
- Utilized social media to draw potential tenants, resulting in 99% occupancy rates for 2019 and 2020.
- Crafted and negotiated contracts with potential tenants, and enforced rental contracts strictly, reducing violations from 100 per year in 2017 to 17 in 2018.
- Developed organized system to track rent payments, property maintenance and miscellaneous expenses, eliminating 15+ hours of work per month.
- Listened respectfully to tenant complaints, promptly making improvements, and reducing tenant turnover by 20%.
- Created and enforced a 3 strike rule for evictions, reducing the instance of repeat offenses.

Property Manager

New Empire Corp

📅 2015 - 2018 📍 Boston, MA

- Monitored 12+ staff, laborers, contractors, and subcontractors on site.
- Surveyed site to ensure compliance with SOPs 2+ times per month.
- Met with potential tenants, investigated credit scores and oversaw contract negotiations for 10+ long-term leases.
- Attended Boston Real Estate symposiums and connected with contracting companies, saving \$3,000 per month on property maintenance through membership discounts.

Contractor

Property Management Co.

📅 2013 - 2015 📍 Boston, MA

- Tended to 15+ types of tenant complaints on 50+ managed properties, including electrical and plumbing issues.
- Maintained on-call availability for emergencies 6+ days per month, including water damage restoration.
- Created contractor scheduling system to ensure appropriate availability, allowing for 100% on-time task completion.
- Repaired damaged systems efficiently, keeping tenants satisfied with property management and reducing tenant turnover by 12%.