



# JOSEPH CORBIN

An assistant property manager with six years of experience specializing in tenant relations, operations management, apartment leasing, and facility management. A proven track record of spearheading initiatives to increase occupancy rates and rental income. Adept at managing all aspects of property upkeep for residential complexes.

## KEY SKILLS



- Property management
- Tenant relations
- Budget management
- Lease negotiations
- Operations management

## EDUCATION



Bachelor of Business Administration (B.B.A.)

TEMPLE UNIVERSITY  
Philadelphia, PA | June 2018

## PROFESSIONAL EXPERIENCE



Property Manager, Highland Residences, Philadelphia, PA  
April 2020 – present

- Manage all components of daily operations for a 130-unit apartment complex, oversee tenant relations, and ensure resident satisfaction, resulting in a 92% occupancy rate
- Oversee a \$350,000 annual operating budget, conduct rent collections, negotiate vendor contracts, and coordinate routine maintenance and repairs
- Supervise tenant move-ins, conduct lease renewals, resolve disputes, and run background checks and tenant screening to reduce rent delinquency by 16%

Assistant Property Manager, Hillview Apartments, Philadelphia, PA  
June 2018 – April 2020

- Supported the property manager in overseeing a 200-unit apartment complex, conducted leasing and rent collections, built positive relationships with tenants, and maintained a 93% occupancy rate
- Coordinated property maintenance and repairs for HVAC systems, amenities, apartment units, and buildings
- Led digital marketing and local advertising campaigns to increase the visibility of vacant units, contributing to a 19% increase in lead generation