

JC

Joseph Corbin

ABOUT ME

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.

PROFESSIONAL EXPERIENCE

PROPERTY MANAGER | HIGHLAND RESIDENCES, PHILADELPHIA, PA JANUARY 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 AUGUST 2018 - AUGUST 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

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Philadelphia, PA 12345

EDUCATION

- Bachelor of Business Administration (B.B.A.)
Bachelor of Business Administration (B.B.A.), Temple University | June 2018

KEY SKILLS

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