

PHOTO PLACE HOLDER

Property Manager & Caretaker specializing in a personable and professional well-organized operation. Willing to oversee the operations of residential and commercial properties, including single-family homes, small apartment complexes, and office buildings. Ensures that the owner's goals are met by managing rent, tenants, maintenance, budgets, and rental property records.

CHRISTOPHER JORDAN

Phone:

(510) 543-1624

E-Mail:

ChristopherJordanResume@mail.com

Skill Highlights

- Property Management
- Property Caretaker
- Project Management
- Event planner
- Quick learner
- Highly organized
- Cooperative decision maker
- Complex problem solver
- Service-oriented
- Detail-oriented
- Self-motivated
- Honest and ethical
- Photographer
- Web Developer & Designer

Language

English

Experience

03/2020 to Current

Residential Property Management - Oakland Hills, CA

03/2013 to 02/2020

Commercial Property Management - Phoenix, AZ

- Exemplified exceptional customer service and interpersonal skills with prospective and current tenants
- Expressed good verbal communication
- Provided excellent attention to detail to ensure applications were accurate and tenant issues or questions were addressed adequately
- Maintained a well-organized operation by multitasking efficiently
- Problem-solved on a regular basis to find effective solutions for a variety of issues
- Remained current on Arizona rental contracts, property and anti-discrimination laws
- Advertised vacancies and showed vacant properties
- Ensured that residents and guests complied with tenant guidelines
- Responded to areas of concern when needed
- Installed and monitored surveillance cameras throughout the property

Full Resume

ChristopherJordanResume.com

References

References available upon request