

# John Bailey

Resident Manager

City, States

000-000-000

email@email.com

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## Summary

A warm, friendly peoples-person that interacts well in any setting. Ability to coach others and produce efficiency. Intense problem-solver with uncanny ability to study a problem and create innovative methods to resolve difficult & long-standing issues. Worked closely with contractors and building crews to tackle big issues quickly, professionally & permanently.

## Work Experience

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### ERA Real Estate

2015-12 - Present

Resident Manager

- Responsible for 60 residential units.
- Oversee a staff of four (4).
- Responsible for all plumbing, electric, building repairs, and HVAC repairs.
- Maintaining all building mechanicals to ensure they are in working order.

### Sotheby's International Realty

2011-06 - 2015-12

Residential Property Manager

- Managed the full day-to-day operations of this multi-million-dollar Real Estate Portfolio consisting of several residential apartment buildings as well as some commercial properties, it's staffing, budget balancing, payrolls, taxes and meeting officials.
- All repairs, managed the in-house staff of superintendents, handymen, porters & security guards.

### Camden Property Trust

2007-04 - 2011-05

Resident Apartment Manager

- Customer service & marketing.
- Assisted customers and tenants.
- Accounts receivable & resident relations.

## Education

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### Talmudic College of Florida

2007 - 2011

Bachelor of Talmudic Law

## Skills

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### Architectural

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- Ability to read architectural plans and oversee construction crews on large building projects.

### Computer Skills

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- Computer knowledge in Mac Systems, Microsoft Systems, Excel, Power Point and Word.

### Web/Mobile Project Management

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Adept at agile project management.

### Research and Analysis

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Oracle certified professional

# Resume Template Usa Tutorial

**Jessica J Manson**



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