



# ANNE SHULMAN

Property Manager •• LOS ANGELES, CA 90291, UNITED STATES | (541) 754-3010

## ◦ DETAILS ◦

1515 Pacific Ave, Los Angeles, CA  
90291, United States  
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[email@email.com](mailto:email@email.com)

PLACE OF BIRTH  
San Antonio

NATIONALITY  
American

DRIVING LICENSE  
Full

## ◦ LINKS ◦

[Facebook](#)

[Instagram](#)

[Twitter](#)

## ◦ SKILLS ◦

Property Maintenance Schedules

Tenant Complaints

Screening

Reference Checks

Unit Inspections

Lease Agreements

Sale Agreements

Bank Administration

Bond Applications

Site Operations

Conduct Viewings

Marketing Properties Online

Schedule Move-ins and Move-outs

Evictions

Facilities Management

Utility Management

Renewals

Occupancy Rates

Social Media Platforms

## 👤 PROFILE

*A self-directed, driven property management professional with 23 years' tenure in residential property management servicing. Fully adept at providing an entire real estate suite of services including, buying and selling of units and connecting prospective tenants with the pool of landlords on the books, Highly skilled in securing quick lease agreements for short and medium stays in a market prone to long term rentals. Holds various real estate licenses for the entire East Coast Region. Fully bilingual in French, Spanish, and English.*

## 📅 EMPLOYMENT HISTORY

### Property Manager at Sail Asset Managers, Mineola

January 2020 — May 2020

*Closed three commercial rental agreements spanning 5-years in an economic recession.*

- Setting rent at the correct level to attract short term and long-term tenants
- Determine the rental price range by analyzing comparable properties in the area and the overall average rent for the location
- Collect rent from tenants via an automated rental system and also visit tenants to collect rent paid in cash
- Find prospective tenants to fill unit vacancies by advertising in printed, social and direct media channels
- Facilitate viable screening systems to conduct credit checks, criminal background screening, affordability analysis and reference checking with previous landlords
- Responsible for leasing activities including setting lease terms, compiling lease contracts with required clauses and determining security deposits

### Property Manager at Tip Top Leasing Agents, Indian Trail

January 2017 — December 2019

*Kept all expenses for repairs and maintenance under 80% of the allowed budget by securing service level agreements with small business as opposed to large companies.*

- Conduct incoming and exiting inspections to detail any snags to be rectified, or damages occurred that requires a portion of the rental deposit
- Organize cleaning and maintenance teams to place properties in adequate conditions for tenants to move in
- Dealing with evictions where tenants failed to pay rent or breached the terms of the lease contract in some shape or form
- Ensure that the property and public spaces are in a safe and habitable condition for tenants and visitors
- Responsible for the physical management of the site which includes regular maintenance activities and emergency repairs
- Ensure that preventative maintenance and improvements are performed as per a set-out schedule determined by the body corporate
- Network with potential contractors like plumbers, painters, electricians, pest exterminators, landscapers, and deep cleaning companies to provide services
- Negotiate service level agreements with suppliers and contractors

Create Advertisements  
Interview Tenants  
Emergency Repairs  
Building Improvements  
Mortgage Applications  
Security Deposits  
Recordkeeping  
Income & Expenses Allocations  
Budgets  
Distribute Payments  
Collection Systems  
Credit Agreements  
Commercial Applications

## Property Manager at Commercial Building Management Experts, Jacksonville

January 2013 — December 2015

*Embarked on innovative digital viewing activities which meant that in-person viewings were reduced, and properties sold up to 10 days quicker than normal.*

- Strictly enforce penalty fees for late-payments or rent overdue
- Adjust rental prices on a 12-month or 6-month basis by either increasing or decreasing amounts payable per market conditions and municipal laws and regulations
- Managing budgets within set frameworks determined by the HOA or Real Estate Management Company
- Approve emergency repairs or maintenance as per the scope of approval set out by the management company
- Keep accurate records of all incidents or accidents for insurance purposes
- Track and record all income and expenses
- Keep an updated list of all incoming and outgoing inspections, repair and maintenance costs, insurance costs and monthly rental collections

## 🎓 EDUCATION

○ Masters in Business Administration, Chicago Business University, Chicago

May 2019 — Present

○ Bachelor Degree in General Management, University of Denver, Denver

January 2012 — July 2015

## 📖 COURSES

○ Certified Manager (CM), Institute of Certified Professional Managers, Reston, VA

January 2020 — May 2020

○ Large Scale Manager (LSM), Professional Community Association Manager (PCAM), Tampa, FL

January 2015 — May 2015