

# ANNE SHULMAN

Property Manager

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA 90291, United States

### PHONE

(541) 754-3010

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Facebook](#)

[Instagram](#)

[Twitter](#)

## SKILLS

Property Maintenance Schedules

Tenant Complaints

Screening

Reference Checks

## 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, Sail Asset Managers

Mineola

Jan 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, Tip Top Leasing Agents

Indian Trail

Jan 2017 — Dec 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.*

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  
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

- 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

### **Property Manager, Commercial Building Management Experts**

Jacksonville

Jan 2013 — Dec 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

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## **EDUCATION**

### **Masters in Business Administration, Chicago Business University**

Chicago

May 2019 — Present

### **Bachelor Degree in General Management, University of Denver**

Denver

Jan 2012 — Jul 2015

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## **COURSES**

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

Jan 2020 — May 2020

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

Jan 2015 — May 2015