



ANNE SHULMAN

Property Manager

DETAILS

Contacts

1515 Pacific Ave, Los Angeles, CA 90291, United States
email@email.com
(541) 754-3010

Driving license

Full

Place of birth

San Antonio

Nationality

American

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

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, 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

Property Manager, 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

LINKS

[Facebook](#) [Instagram](#) [Twitter](#)

SKILLS

Property Maintenance Schedules

Screening

Unit Inspections

Sale Agreements

Bond Applications

Conduct Viewings

Schedule Move-ins and Move-outs

Facilities Management

Tenant Complaints

Reference Checks

Lease Agreements

Bank Administration

Site Operations

Marketing Properties Online

Evictions

Utility Management

Renewals

Social Media Platforms

Interview Tenants

Building Improvements

Security Deposits

Income & Expenses Allocations

Distribute Payments

Credit Agreements

Occupancy Rates

Create Advertisements

Emergency Repairs

Mortgage Applications

Recordkeeping

Budgets

Collection Systems

Commercial Applications

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