Brandon Thomas  
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(222)-123-4567  
[email]

**Objective** Seeking the Property Manager Assistant position where I can apply my experience and efficiently contribute to the company’s growth.

**Summary of Skills:**

* Admirable collection and eviction experience
* Self-starter with excellent organizational, written and verbal skills.
* Working knowledge of computers: Microsoft Office Word, Excel and Outlook
* Strong problem-solving and analytical skills, conflict resolution.
* Exceptional ability to meet deadlines
* Ability to perform resident relations, leasing activities and administrative functions
* Profound ability to work within a team and effectively communicate
* Ability to prepare marketing plans and communicated with maintenance, writing up service orders

**Work Experience:**

Property Manager Assistant  
Adecco, Prattville, AL  
August 2005 to till date

* Handled record keeping, reporting, rental revenue, delinquencies, late notices, evictions.
* Managed customer service, resident relations, maintenance department practices, vendor relations, marketing and leasing.
* Responded to all field e-mails on a daily basis; and updated all collection and eviction accounts on a daily basis.
* Managed to scan and save all collection and eviction documents.

Property Manager Assistant  
TEXAS MEDCLINIC, Prattville, AL  
May 2000 to July 2005

* Maintained multiple site records and files as required; and served as the senior leasing associate and provided mentoring to leasing staff.
* Administered focus on leasing apartments, resident retention
* Assisted Property Manager with resident renewal activities and initiatives; and dealt with resident inquiries and complaints.
* Planned and organize resident events and functions.

**Education**

Bachelor’s degree in Business Administration  
St. Louis University, St. Louis, MOS