

Shifra Hearndon

Assistant Property Manager

Profile

I am an assistant property manager with over three years of experience in the industry. I have a strong track record of providing excellent customer service and maintaining properties to a high standard. I am organised, efficient and take pride in my work. I would be an asset to any organisation looking for an experienced assistant property manager who is passionate about their work.

Employment History

Assistant Property Manager at FirstService Residential, OK

Apr 2022 - Present

- Negotiated and executed a new lease for 3,000 sq. ft. of office space with a local non-profit organization.
- Led the creation of an emergency preparedness plan for the building which included identifying hazards specific to the property, developing evacuation routes, and creating procedures for handling utility outages.
- Successfully completed monthly rent rolls and financial reports for submission to senior management.
- Worked closely with vendors to ensure all preventive maintenance was being performed in a timely manner and within budget.
- Trained new assistant property managers on company software systems.

Assistant Property Manager II at Wehner Multifamily, OK

Jul 2019 - Feb 2022

- Successfully managed a portfolio of properties with an average occupancy rate of 95%.
- Increased rent collection by 5% through effective marketing and lease negotiations.
- Implemented cost-saving initiatives that resulted in a 15% decrease in operating expenses.
- Led the property management team to achieve all performance goals set for the year.
- Received high marks on tenant satisfaction surveys, with an average score of 4.5 out of 5.

Certificates

Certified Assistant Property Manager (CAPM)

Sep 2020

Certified Residential Management Professional (CRMP)

Mar 2019

✉ shifra.hearndon@gmail.com

☎ (857) 787-6166

📍 3402 Cedar St, Norman, OK 73072

Education

High School Diploma at Putnam City High School, Oklahoma City, OK

Sep 2015 - May 2019

I've learned how to study for and take tests, how to do research, and how to write papers.

Links

[linkedin.com/in/shifrahearndon](https://www.linkedin.com/in/shifrahearndon)

Skills

Organization

Communication

Customer Service

Sales

Marketing

Property Management Software

Accounting

Languages

English

French