

# Starlette Morgridge

Property Manager

## Profile

A highly experienced property manager with over 5 years experience in the industry. I have a proven track record in managing and developing properties, as well as an excellent understanding of the market. I am also extremely capable in dealing with tenant enquiries and issues, and have superb negotiation skills.

## Employment History

### Property Manager at Blue Ridge Real Estate Management, AL

Mar 2022 - Present

- Negotiated and successfully renewed property insurance policy, resulting in a 20% premium reduction.
- Led the development and implementation of a new preventive maintenance program that reduced repair costs by 15%.
- Developed and oversaw the execution of a \$1.2 million capital improvement plan that included new roofing, HVAC system, and parking lot resurfacing.
- Successfully completed lease negotiations with 5 major tenants, resulting in \$250,000 in additional annual revenue.
- Managed a staff of 12 employees responsible for the day-to-day operations of the property.

### Assistant Property Manager at Shelby County Real Estate Management, AL

Aug 2017 - Feb 2022

- Negotiated and renewed 10 leases with commercial tenants, resulting in \$20,000 in annual revenue.
- Coordinated and oversaw all aspects of a \$1 million dollar renovation project.
- Developed and implemented a new marketing strategy that increased occupancy by 5%.
- Created and managed the annual budget for the property, resulting in a 10% decrease in operating costs.
- Supervised a team of 3 maintenance staff members and successfully resolved all tenant complaints within 24 hours.

## Education

### High School Diploma at Hoover High School, AL

Aug 2012 - May 2017

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

## Certificates

### Certified Property Manager (CPM)

Apr 2021

### Real Estate Broker

Aug 2019

## Details

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## Links

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

## Skills

Property Management



Real Estate



Contract Law



Leasing



Maintenance and Repair



Budgeting and Finance



## Languages

English



Urdu



## Hobbies

Organizing

Decorating

Crafting