

ALEDA LINDEMER

Residential Property Manager

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PROFILE

I am a Residential Property Manager with over 5 years experience in the industry. I have a proven track record of success in managing and leasing properties, as well as providing excellent customer service to tenants. I am an expert at resolving tenant issues and maintaining positive relationships with residents. I am also highly skilled in financial reporting and budgeting for residential properties.

LINKS

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

SKILLS

Residential property management

Residential lease agreements

Rental properties

Tenant relations

Maintenance and repair knowledge

Housekeeping

Budgeting

LANGUAGES

English

Portuguese

HOBBIES

Organizing and cleaning

Listening to music

Cooking

EMPLOYMENT HISTORY

Residential Property Manager at Alaskan Dream Properties, AK

Jun 2022 - Present

- Negotiated and executed a new lease with a tenant, which resulted in an annual rent increase of \$2,000.
- Implemented cost-saving measures that reduced monthly expenses by \$500 on average.
- Conducted regular inspections of the property and took action to resolve any maintenance or repair issues in a timely manner.
- Maintained accurate records of all income and expenditure transactions related to the property.
- Responded quickly and efficiently to tenants' requests/concerns, fostering positive relationships between the landlord and tenants.

Assistant Residential Property Manager at Realty Executives of Alaska, AK

Sep 2017 - Apr 2022

- Negotiated and renewed leases for 15 units, resulting in a 5% increase in rent.
- Implemented new marketing strategy which resulted in a 10% increase in occupancy.
- Collected \$15,000 in past due rent from tenants.
- Negotiated with vendors to save \$500 per month on repairs and maintenance costs.
- Created and enforced new building policies which decreased noise complaints by 50%.

EDUCATION

High School Diploma at Service High School, Anchorage, AK

Aug 2012 - May 2017

I have learned to communicate effectively, both verbally and in writing.

CERTIFICATES

Certified Residential Property Manager (CRPM)

Feb 2021

Certified Apartment Portfolio Supervisor (CAPS)

Dec 2019

MEMBERSHIPS

National Association of Residential Property Managers (NARPM)

Institute of Real Estate Management (IREM)