

Jasmine Chen

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SUMMARY

Results-driven Leasing Agent with over 5 years of experience in residential property management. Proven track record of exceeding leasing goals by 30% and enhancing tenant satisfaction through effective communication and proactive service.

EXPERIENCE

Leasing Agent

Jan 2022 - Present

Skyline Property Group, San Francisco, CA

- Increased rental occupancy rates by 25% within the first year through targeted marketing strategies.
- Developed and implemented a tenant referral program that generated an additional \$50,000 in revenue annually.
- Utilized property management software (Yardi) to streamline leasing processes, reducing turnaround time by 15%.

Assistant Property Manager

Jun 2018 - Dec 2021

Green Valley Rentals, Oakland, CA

- Managed leasing for over 150 residential units, achieving a 95% occupancy rate during tenure.
- Conducted market analysis that led to a 10% increase in rental pricing, boosting overall revenue by \$30,000.
- Coordinated tenant appreciation events, enhancing community engagement and reducing turnover by 20%.

Leasing Consultant

May 2016 - May 2018

Urban Living Apartments, Los Angeles, CA

- Achieved a personal leasing record of 40 units per month, contributing to a total of \$1 million in annual revenue.
- Developed a comprehensive digital marketing plan utilizing social media platforms, increasing online inquiries by 50%.
- Implemented an electronic lease signing process, reducing paperwork processing time by 30%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Lease Negotiation, Tenant Relations, Property Management Software (Yardi, AppFolio), Market Analysis

Tools & Frameworks: CRM Software, Microsoft Office Suite, Social Media Marketing