

Amina Patel

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SUMMARY

Results-driven Property Manager with over 5 years of experience in residential and commercial property management. Proven track record in improving property revenue and enhancing tenant satisfaction through effective management and strategic planning.

EXPERIENCE

Property Manager

Jan 2022 - Present

Greenwood Properties, Austin, TX

- Increased property occupancy rates by 15% within the first year, resulting in an additional \$250,000 in annual revenue.
- Implemented a new tenant communication platform that reduced response times by 30%, significantly enhancing tenant satisfaction.
- Managed a budget of \$2 million and achieved a cost reduction of 10% through proactive maintenance scheduling and vendor negotiations.

Assistant Property Manager

Jun 2019 - Dec 2021

Sunnyvale Estates, Dallas, TX

- Assisted in managing a portfolio of 300+ residential units, ensuring 95% tenant retention through effective lease renewals and conflict resolution.
- Coordinated property inspections and maintenance, reducing tenant complaints by 40% over a year.
- Developed and implemented marketing strategies that boosted new lease signings by 20% year-over-year.

Property Coordinator

Mar 2018 - May 2019

Metro Realty Group, Houston, TX

- Managed daily operations of 150+ units, ensuring compliance with local regulations and property standards.
- Streamlined the rent collection process, achieving a 98% on-time payment rate.
- Assisted in the planning and execution of property renovations that improved overall property value by 15%.

EDUCATION

Bachelor of Science in Property Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Budget Management, Property Maintenance Software, Tenant Relations, Lease Negotiation

Tools & Frameworks: Yardi, AppFolio, Microsoft Office Suite, Salesforce