

Elyse Ann Edwards

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Personal Statement

I aspire to be employed in a position where my experience in property management and customer service can serve as an asset to the company. I desire to obtain employment in a setting which has a diverse group of individuals, where I can join a professional team and grow within the organization.

Work Experience

Property Manager/Caregiver

10/2015- Current

Private Owner

Responsibilities include: Managing property for private residence, Scheduling and handling maintenance with vendors, handling accounts payable and accounts receivable. Supervising various projects such as landscaping, painting, and pool maintenance. Helping owning with appointments, accounting, housekeeping, meal preparation among other occupational therapy tasks.

House Flipping

01/2014-09/2015

Completely Renovated and sold a home. Supervised all contractors in full renovation of a home for profit.

Sleiman Enterprises

Commercial Property Manager

06/2012-07/2014

Responsibilities included managing 20 commercial properties with 10-20 tenants plus. Responded to the needs of tenants, and ensured all maintenance was performed to maintain the asset. Planned multiple CAM projects and executed them in a timely manner. Directed and supervised vendors on multiple projects. Balanced multiple budgets associated with the properties. Collected outstanding balances from tenants to keep AR down. Performed property inspections quarterly to ensure the property is well-maintained and identify potential issues.

- . Dropped Sleiman office costs 15%**

Nova Property Management

05/2011-06/2012

Property Manager

Responsibilities included directly working for the CEO and knowing the functions of three properties. Ensured that they were marketable through various strategies. Managed all three properties at any given time, and was familiar with essential tasks and objectives for each property. Assisted with technology training as well as management at a mobile home park, which was a 55 plus living property.

- . Achieved 100% occupancy**
- . Developed marketing strategies to achieve occupancy**

Project Manager

Responsibilities included marketing the business through the website and developing new clients by setting up appointments to meet and discuss our company. Developed and maintained the website, ensured that policies and procedures were applied to every project, and implemented management skills in order to be efficient. Developed estimates based on job sizes and projected length, managed employees, company payroll and Human Resources issues. Created schedules. Contacted various clients regarding the business and progression of work, and determined what vendors to use on projects in order to be cost efficient.

- . **Gained and maintained client business**
- . **Supervised projects at commercial and residential properties**

Property Manager/Liaison/Lifestyle Planner

Renaissance PG

04/2007-06/2009

Responsibilities included using planning skills and expertise to bring in prospects to the community. Promoted the apartment community through various planned weekly events weekly, supported strong and effective communication with residents, and maintained a 97 % occupancy rate collectively by using sales skills and efficient problem solving strategies. Obtained a 90 % success rate of resident renewals. Executed management decisions for 240 units at night, as well as weekends and special events. Budgeted for renewals of residents, developed new contracts was a major responsibility, and audited records of payments and deposits.

- . **Carrying out various planned events efficiently and effectively**
- . **Reaching a 90% renewal rate**
- . **Obtaining 97% occupancy in a 240 unit apartment**
- . **Achieving budgeted suite income**

Education

BS, Sociology, Psychology

Florida State University, Tallahassee, FL

Knowledge, Skills, and Abilities

- . Microsoft Office (Word, Excel, Publisher, Outlook, etc.)
- . Proficient in use of Blue Moon, On-Site, Net 2, Safloc, Tennant Safe, Yardi Voyager and Genesis software programs
- . Attended courses/training in the following: Curb Appeal, Risk Management 1 &2, Basics of Fair Housing, Mold identification, Phone Skills, and Customer Service
- . Ability to work well individually or in a group-setting
- . Excellent time management skills

*References Furnished upon request

