**Harry J. Frankel**

111 Better Street

Kansas City, KS 66216

Phone: 913-284-1825

Email: harry.frankel@anymail.com

**Job Objective:**

Extremely hard-working, fully dedicated, and knowledgeable Property Administrator seeking a managerial position in a reputed real estate organization to utilize my expertise and strong background in helping clients obtain their desired properties.

**Summary of Skills:**

* Sound understanding of real estate concepts with extensive experience in handling property related duties
* In-depth information about procedures related to renewal of leases, preparing tenant agreements, and performing property upkeep tasks
* Familiar with providing support to tenants, and solving their problems involving noise, water leakages, faulty electric appliances, and parking matters
* Capable of collecting rent from tenants as per agreement specifications, and issuing notices to the defaulters
* Adept at performing support tasks such as answering calls, responding to prospective client mails, and preparing reports for the manager
* Ability to establish positive and long-term relationships with tenants, vendors, and showing clients appropriate properties as per their needs
* Proficient in prioritizing tasks to complete them within deadlines, and ability to work well in pressure
* Ability to work in a team with strong organizational, managerial and communication skills

**Work Experience:**

Property Administrator

Cushman Real Estate Services, Kansas City, KS

December 2016 – Present

* Assisting with accounts receivable and accounts payable by handling various tasks such as collection of rent, and disbursement of payments to vendors
* Ensuring the tenants paid the rent as discussed in the agreement, and sending eviction notices to clients for repeated failures to deposit rent
* Handling interested client calls/mails regarding specific apartment/commercial property, and scheduling visit to the site locations to inform about specifications
* Supporting daily tenant activities, including coordinating keys, issuing access cards, writing tenant bulletins, and assisting during move-in/move-out
* Monitoring vendor performance to ensure compliance, and standards specified in the service agreement are met
* Hiring contractors handling property upkeep tasks such as grass cutting, apartment painting, and other maintenance works by doing appropriate negotiations with them
* Performing various administrative tasks, including applying for renewal of leases, documenting sale reports, and tracking validity of insurance certificates from vendors/tenants

Entry level Property Administrator

Unico Properties Pvt Ltd., Kansas City, KS

October 2013 – November 2016

* Coordinated with the manager to meet prospective tenants, and provided detailed explanation about the property's specifications
* Openly answered the client's questions on various topics related to the apartment, and assisted with the agreement process
* Conducted necessary repairs, lawn maintenance, painting of the concerned property to give it an appealing look before showing it off to interested clients
* Managed tenant complaints related to noise, garbage, parking issues, or yard maintenance to ensure resolution of the problems in minimal time
* Maintained property appearance and overall condition by coordinating and overseeing the quality of vendor's delivery of services, including janitorial, landscaping, and signage
* Answered phone calls, reviewed tenant agreements, filled reports, and distributed notices
* Assisted with various duties such as renewal of lease agreements, collection of tenant rent, and handled accounts receivable calls

**Internship**

Real Estate Property Administrator Intern

Hines Real Estate Association, Kansas City, KS

August 2012 – September 2013

* Worked with the property manager in the assigned region activities, including brainstorming marketing gimmicks, and cold-calling potential clients for short-term deals
* Attended training sessions to gain valuable knowledge in understanding the basics of temporary deals
* Participated in negotiations along with the supervisor to learn methods to find, analyze, and close short-term deals with prospective clients
* Prepared a list of hard to lease spaces or other vacancies, and performed cold-calling
* Inspected properties before registration and listing it on company's websites for promotion
* Prepared accurate weekly reports for the supervisor to communicate via phone/mail regarding prospects, client expectations, and accomplished duties
* Created and prepared a presentation for the management at the end of the internship to showcase various work assignments

**Education:**

* Bachelor's Degree in Business Management
Kansas Community College, Kansas City, KS
2011

**Certification:**

* Diploma in Real Estate Management, 2012

**Reference:**

On request.