Philippa Strathmore-Adeyemi

Property Manager

Charlotte, NC · philippa.strathmore@example.com · (704) 555-0136 · LinkedIn

SUMMARY

Property manager with 7 years in multifamily housing, running a 312-unit community with a team of 6. Keeps occupancy at 95%+ and rent collection at 99%, delivered the annual budget under plan 3 years running and led a 48-unit renovation. Certified Apartment Manager (CAM).

EXPERIENCE

Property Manager — Briarwood Commons Apartments

Charlotte, NC · Jan 2022 – Present

- Manage a 312-unit community and a team of 6, holding average occupancy at 95.8% over 3 years.
- Raised on-time rent collection from 94% to 99% by adding online autopay and a 3-step reminder schedule.
- Delivered a $2.1M operating budget at 3% under plan by rebidding landscaping and trash contracts.
- Led a 48-unit interior renovation on time, achieving $140 average monthly rent premiums on renovated units.

Assistant Property Manager — Sycamore Ridge Residences

Matthews, NC · Apr 2019 – Dec 2021

- Processed 25-30 move-ins and renewals a month for a 220-unit property in Yardi.
- Cut average work order completion time from 4.5 to 2 days by reorganising the maintenance queue.
- Raised renewal rate from 51% to 60% with renewal offers sent 90 days before lease end.

SKILLS

Operations: Leasing, renewals, rent collection, delinquency, move-in and move-out inspections

Finance: Operating budgets, variance reports, rent pricing, accounts payable

Maintenance: Work orders, vendor contracts, capital projects, unit turns

Systems and compliance: Yardi Voyager, AppFolio, fair housing, landlord-tenant law

CERTIFICATIONS

Certified Apartment Manager (CAM), National Apartment Association, 2021

North Carolina Real Estate Broker Licence, 2020

EDUCATION

B.S. Business Administration, UNC Charlotte, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.