

Kimberly Cooper

2051 Jessica Way, Navarre, Fl. 32566– [850.218.8200](tel:850.218.8200) – mail4kimcooper@gmail.com

Objective

To obtain a position in Property Management

Experience**Leasing Consultant**

Cayo Grande Apartments, Navarre, Fl.

June 2016 –Present

Greet prospects and qualify by covering all criteria (ask questions; utilize completed guest cards, etc.).

Inspect models and available “market ready”, communicate related service needs to Property Manager.

Demonstrate community and apartment/model and apply product knowledge to clients needs by communicating the features and benefits; close the sale.

Have prospect complete application and secure deposit in accordance with the company procedures and Fair Housing requirements.

Update availability report, process applications for approvals. (i.e., credit check, rental history, etc.) Submit processed applications to the Community Manager for approval. Follow up with applicant regarding status.

Ensure apartment is ready for resident to move-in on agreed date.

Follow-up on prospects that did not close and attempt to close sale again.

Secure new resident's signature(s) on appropriate paperwork prior to move-in.

Assist in monitoring renewals.

Distribute and follow-up on renewal notices.

Operate telephone, personal computer/keyboard, Microsoft Office including Word and MS Outlook, community software.

Accept rental payments and give immediately to Assistant Community Manager.

Type lease and complete appropriate paperwork and input information in ResMan accurately and on a timely basis.

Maintain current resident files.

Create and distribute community notices in person and on social media.

Maintain accurate monthly commission records on leases and renewals for bonus purposes.

Assist management team with other various tasks as required.

Consistently implement policies of the community.

Receive all telephone calls and in-person visits.

Listen to resident requests, concerns and comments. Answer questions for residents about community, repairs, rent, rules, etc.

Quickly complete maintenance service request and inform the maintenance

team. Ensure all maintenance repairs are handled satisfactorily by contacting residents with completed service requests on a weekly basis.

Assist in planning resident functions. Attend functions and participate as host for any functions as directed by the Community Manager.

Participate in outreach marketing activities on a regular basis to obtain prospective residents. Advise residents of referral concessions.

Obtained Fair Housing Certification

Call Coordinator promoted to Property Manager/Licensed Realtor

Wimco Realty Rentals, Mary Esther, FL.

August 2008 – June 2016

Accept rental payments.

Process sales folders.

Maintain/Update rental and sales ads.

Answer multi-line phone and direct calls appropriately.

Worked with and knowledgeable with office equipment such as copiers, faxes, and printers.

Initiate work orders through vendors for our tenants and owners.

Write, review, and execute leases with tenants.

Conduct quarterly property inspections.

Maintain property database.

Deposit/scan rental checks.

Update and maintain rental listings in the MLS.

Write, present, and execute management agreements with owners.

Broker Assistant

Re/Max Southern Real Estate, Destin, FL.

November 2007 – March 2008

Create and distribute recruitment letters.

Data entry and maintenance using TopProducer.

Maintain and create listings in MLS.

Various communication and correspondence between clients, agents, and broker (Utilizing Emails, TopProducer, Microsoft Publisher, Excel).

Created informative flyers for property listings using MainStreet and MLS.

Placed signage, measured room and took pictures of listed properties.

Worked with standard office equipment such as copiers, faxes, & printers.

Closing Assistant

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Dolphin Land Title, Destin, FL.

May 2005 – September 2005

January 2006 – November 2007

Accounts Payable/Disbursements.

Process closing information and documents.

Process and prepare documents for recording at clerk's office.

Title Policy Distribution.

Closing package preparation for distribution.

Various communication with buyer, seller, realtors, & lenders.

Filing & data entry.

Knowledgeable in Word, SureClose, Title Logix, internet & office equipment

Education

Associate degree in progress

NW FL State, Niceville, FL.

High School Diploma

Port Charlotte High School, Port Charlotte, FL.

Licensed Florida Realtor since Jan 2015

Interests

I truly enjoy working with people! In my spare time I am CEO of Beyond Just Buckled, Inc; a 6 year old non-profit company dedicated to child passenger safety. I also enjoy anything that has to do with the beach and water (especially SCUBA diving), spending time with my family and friends, and traveling. I have been married for 17 years and we have 2 children.

References

References are available on request.