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| John Doe |
| SummaryMotivated and detail-oriented recent graduate seeking an entry-level Assistant Property Manager position. Strong communication skills and a knack for problem-solving in fast-paced environments.Work Experience**Leasing Intern Jun 2022 – Aug 2022**XYZ Property Management Anytown, CA* Assisted in managing tenant inquiries, contributing to a 15% increase in tenant satisfaction.
* Coordinated property tours and facilitated lease signings for new tenants.

**Customer Service Representative Jan 2021 – May 2022**ABC Realty Anytown, CA* Handled tenant requests and maintenance issues, reducing response time by 20%.
* Maintained accurate records of tenant interactions and property issues.

EducationBachelor of Arts: Business Administration Jan 2022*University of Anytown**Anytown, CA* | Contact(123) 456-7890johndoe@example.comAnytown, CA 12345SkillsCustomer ServiceCommunicationTime ManagementBasic Maintenance KnowledgeTeam CollaborationOrganizational SkillsData EntryProperty Management SoftwareConflict ResolutionAttention to Detail |