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| John Doe | | |
| Summary  Motivated 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.   Education Bachelor of Arts: Business Administration Jan 2022 *University of Anytown**Anytown, CA* | Contact  (123) 456-7890  johndoe@example.com  Anytown, CA 12345  Skills  Customer Service  Communication  Time Management  Basic Maintenance Knowledge  Team Collaboration  Organizational Skills  Data Entry  Property Management Software  Conflict Resolution  Attention to Detail |