

# Hunter D. Resume

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## Business & Finance ~ Management ~ Leadership

Driven, well-organized professional with an educational background in finance seeking to leverage management, bookkeeping and sales experience. Strong business acumen and interpersonal skills are combined with the ability to drive high satisfaction, quality and efficiency through research & analysis, motivational leadership and client relations.

### Core Competencies:

- Profit & Loss Management
- Client Relationship Building
- Negotiations/Contracts
- Budget Planning & Forecasting
- Interpersonal Communication
- Microsoft Office Suite
- Leadership/Team Building
- A/R Bookkeeping/Analyst
- Staffing & Development

## PROFESSIONAL EXPERIENCE

Silver Beech Townhomes (Asset Campus Housing), Mount Pleasant, MI 2/2017 – Present

### **Assistant General Manager /Bookkeeper**

*Co-manage team of leasing agents for 888 unit residential community, owned by largest 3rd party student housing management company in the nation. Instrumental in increasing pre-leased percentage from 65% to 80% through support of policy and procedures, and by identifying and implementing corrective measures that were critical to performance improvement, sales and overall financial productivity.*

- Assist with all aspects of rental community, including collections/account management, marketing, resident relations, budgeting and cost analysis, leasing, and staff supervision.
- Solid understanding of contractual agreements, with ability to maintain profit and price controls; proficient at identifying cost-savings opportunities and conducting diverse cost/benefits analysis.
- Excellent proficiency with Microsoft Office Suite, specifically Excel, PowerPoint and Word, as well as various property management software applications, including Entrata and Yardi Voyager.
- Consistently demonstrate ability to follow marketing/sales plans and strategies as directed by the President of Asset Campus Housing.

Silver Beech Townhomes (Campus Crest), Mount Pleasant, MI

9/2015 – 1/2017

### **Leasing Agent**

*Prepared, reviewed and executed leases in accordance with property standards and regulations, achieving highest rate among part-time and full-time agents with 180+ executed leases.*

- Demonstrated understanding of service delivery by consistently upholding company standards during guided tours of complex, and while placing work orders for the maintenance crew to execute.
- Created systematic lead generation from cold calling, referrals and various forms of media.
- Proficient at utilizing DocuSign for successful executing of contractual agreements.

## EDUCATION

Central Michigan University, Mount Pleasant, MI

**Bachelor of Science in Business Administration**, December 2017

Major: Finance

### ORGANIZATIONS / AFFILIATIONS / VOLUNTEER WORK:

*Central Finance Club, Relay for Life, Intramural Sports, Up All Night, Siblings Weekend*