

# COREY M. WAGGONER

11404 Walnut Ridge #14

Austin Texas 78753

435-862-9004

[coreywaggoner@gmail.com](mailto:coreywaggoner@gmail.com)

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## Experience:

### IMT Residential

June 2016-Present

#### *Assistant Community Manager:*

- Collect, process, and deposit all incoming financial transactions for the community including rent, vendor invoices, and fees.
- Evaluate and approve all applicant files and lease agreements for prospects and residents while maintaining compliance with all company, state, and federal rules and regulations.
- Physically inspect all apartment homes once vacated to assess damages and apply charges to resident statements in order to reconcile and finalize ledgers.

### Firmus Management

May 2015-June 2016

#### *Leasing Agent/Project Management:*

- Performed all duties related to leasing apartments including marketing, market research, showing apartments to prospective tenants, maintaining tenant relationships, and preparing necessary paperwork.
- Project management responsibilities included scheduling, maintaining, and overseeing renovation projects to ensure completion in a timely manner.
- Completed multiple Grace Hill continuing education course certifications including Fair Housing Laws and Customer Relationship Management.

### Cleo Bay Auto Group

September 2013-May 2015

#### *Sales and Special Finance:*

- Car sales for customers with special finance needs, specifically relating to recent bankruptcy filings.
- Develop and maintain accounts and relationships with local bankruptcy attorneys.
- Maintain customer relationships for repeat business.

### Accelerated Wealth

January 2011-August 2013

#### *Director of Operations:*

- Responsible for the development, implementation, and management of company policies and procedures.
- Responsible for the hiring, training, and simultaneous management of in house sales staff, and 4 road crew sales teams.
- Oversaw all operations and efficiency standards in the fulfillment department. Worked personally with clients to ensure company success and client satisfaction from beginning to end.

## Professional Skills and Accomplishments:

- Proficient in Yardi and MRI.
  - Knowledgeable in Microsoft Office Suite.
  - Held my Real Estate License multiple times and was Rookie of the Month for Coldwell Banker.
  - Continually a top sales producer, being promoted within multiple companies and industries.
  - Formed and managed multiple successful retail, construction and sales enterprises.
  - Exceptional communication and organizational skills as well as strong attention to detail.
  - Experience in public speaking and event coordination.
  - Proven capacity in both leadership and team building.
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## References:

Sarah Bennett, Director of Human Resources, Accelerated Wealth, LLC, Salt Lake City, UT. 801-828-6734  
Nikki Stone, Property Manager, Firmus Management, Austin, TX. 512-296-0784  
Megan Velkovich, Property Manager, IMT Southpark, Austin, TX. 512-291-8200  
Shannon Lewis, Property Manager IMT @ The Domain, Austin, TX, 512-490-0808