

Debbie Smith, NALP, CAM

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SUMMARY OF QUALIFICATIONS

- Experienced with multiple property management systems like Yardi, On-site, Onesite, Bluemoon, Property Solutions/Entrata, Microsoft Office,
- Effective communication and negotiation skills
- Certified Apartment Manager and National Apartment Leasing Professional
- Professionally educated by Riverstone, Greystar, Texas Apartment Association and National Apartment Association.
- Well accomplished multi-tasker with a keen eye for efficiency and accuracy

EXPERIENCE

The Village at Gracy Farms
Assistant Community Manager

Austin, TX
February 2015 - Present

- Positive resident service and retention
- Manage resident accounts, income and payables in Yardi and Entrata
- Ensure quality work for upper management, residents, potential prospects and team
- Manage delinquency, evictions and end of month reporting
- Maximize revenue by consistently posting charges, fees, and effectively enforcing lease terms

The Village at Gracy Farms
Leasing Manager

Austin, TX
January 2014 -Promotion

- Shop and survey comps to assure effective marketing strategies
- Train fellow leasing professionals
- Oversee all lease files and conduct audits to ensure quality work
- 95% or better on secret shopper reports; Greystar Top Shop Award 2015
- Plan resident retention and execute successful resident events

The Village at Gracy Farms
Leasing Professional

Austin, TX
January 2011 -Promotion

- Effectively communicate lease terms
- Train, hands on, with Corinthian Apt. Investments, Riverstone Residential and Greystar in various workshops
- Leasing administration, tours, marketing etc.

References available upon request