

Maya Green

Assistant Property Manager

CONTACT

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United States, Denver, CO

EDUCATION

Bachelor of Business Administration

University of Colorado Denver,
Expected: May 2026
Relevant Coursework: Real Estate Law, Property Management, Business Communication

Certifications

- Certified Apartment Leasing Professional (NALP) – In Progress
- Fair Housing Compliance Training – HUD, March 2025

LANGUAGES

- Spanish (Conversational)

HOBBIES

PROFESSIONAL SUMMARY

Motivated and reliable individual seeking an entry-level residential property management role. Adept in tenant communications, rent collection, and basic maintenance coordination. Eager to contribute to the seamless operation of residential communities.

EXPERIENCE

Assistant Property Manager (Intern) 2025 - Now Rocky Mountain Housing Solutions, Denver, CO

- Assist senior manager in overseeing 100+ multi-family housing units.
- Respond to resident inquiries and coordinate with maintenance staff to resolve issues within 24 hours.
- Track rent payments and generate monthly tenant ledger reports using AppFolio.
- Help organize and lead tenant events to foster community satisfaction.
- Participate in quarterly inspections, noting repairs and preventive measures.

Volunteer Renovation Crew 2023 - 2023 Habitat for Humanity

- Supported the rehab of low-income residential units and gained hands-on exposure to housing maintenance tasks.

SKILLS

Tenant Communication & Dispute Resolution	★★★★★
Lease Administration & Document Filing	★★★★★
AppFolio, Yardi, Microsoft Office Suite	★★★★★
Conflict De-escalation	★★★★★
Residential Code Compliance	★★★★★