Janet Tubbs

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**“*The Big secret is that there is no secret. Whatever the goal you can get there if you’re willing to work.”* Oprah**

**Summary**

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* Remarkable experience in Property Management and Leasing
* Ability to comply with and follow Fair Housing Laws
* Good convincing and negotiation skills
* Sound knowledge of community and rental property process
* Proficient in Property Management Software such as Yardi and Onesite, Microsoft Word, Excel, Outlook, Internet Explorer
* Proficient in HOA management, POA and Condo software such as Vantaca, TOPS, Strongroom, Smartsheet
* Proven record of meeting monthly sales goals in a retail sales
* Excellent communication and follow-up skills
* Strong ability to interact effectively with customers
* Highly motivated, dependable self-starter with solid career and educational foundation of sales and marketing.
* Strong interpersonal communication skills, excellent organizational and written skills, and a dynamic, charismatic personality.

**Work Experience:**

**Ardent Residential**

**1/20-Current**

**HOA Portfolio Manager/ Real Estate Agent**

Responsibilities:

* Managed a Portfolio of 16 communities/ 1000 homes
* Schedule and attend board meetings
* Provide monthly management reports
* Uniformly enforce the rules and regulations of the community while conducting Property inspections
* Guide the board through preparing an annual budget
* Respond to homeowner inquiries in a timely manner
* Administrative Services
* Accounts Receivable Management
* Site Management
* Accounting Services
* Manage bank accounts for the community
* [Accurately estimate maintenance costs](https://www.excelam.com/top-5-benefits-of-a-community-association/)
* Review monthly billing for community dues and assessments
* Provide detailed record-keeping on all accounts payable and accounts receivable
* Create monthly financial statements in a timely manner
* Provide guidance for long-term funding for the community and board
* Transitioned communities from TOPS to Vantaca software

**First Communities**

**1/18-11/19**

**Assistant Manager**

Responsibilities:

* Advertise vacant units in on multiple websites of the apartment community
* Greet, interview and screen prospective tenants and perform background checks
* Record telephonic conversions and personal meetings with prospects
* Arrange for apartment tour for renters
* Discuss with renters about the changes they prefer in the unit
* Type lease agreements and get is signed by renters after confirming their understanding on terms and conditions
* Inspect property and fix problems relating to plumbing, electricity, leakage, etc.
* Collect rent regularly and maintain records of resident files
* Attend and solve tenant complaints
* Work with the property manager on extension of apartments
* Stay current on the property rental rates
* Change policies of the apartment complex as needed

**Strategic Management Partners**

**9/14-1/18**

**Leasing Agent/Assistant Manager**

Responsibilities:

* **Accept and post rental payments**
* **Type lease using Bluemoon software and complete appropriate paperwork and input information on Yardi, and One site System accurately and on a timely basis.**
* **Training new agents in the business**
* **Touring, and following up with all prospective residents**
* **Maintain current resident files. Maintain and record daily inspections for the community.**
* **Distribute all company or community-issued notices.**
* **Maintain accurate monthly commission records on leases and renewals for bonus purposes.**
* **Assist management team with other various tasks as required.**
* **Consistently implement policies of the community.**
* **Schedule Turn Key with Vendors and P.O. Invoices.**
* **Input and close out work orders and follow-up with residents**
* **Type and design all flyer, and newsletter distributed by the property.**

**Southern Real Estate Broker**

**2011-current**

**Active Real estate agent**

Responsibilities:

* Data entry work includes: Searching new property units, and adding them into the database via the simple web-interface.
* Carry out several additional responsibilities in the given location as a local representative of the company.
* Show homes throughout the Atlanta area to prospective homebuyers, and renters.
* Offer customer service support to all customers and clients while performing fiduciary duties.
* Follow up with potential clients and customers to secure the deal; via newsletter, email and or phone call.
* Cooperating with home owners, closing agents, and appraisers, throughout the home buying process.

**Jamco properties**

**2012-9/2014**

**Leasing agent**

Responsibilities:

* Input all traffic via yardi.
* Marketing using multiple methods such as rentsentinal, creating
* Flyers, craigslist, Rent.com, etc.
* Showing prospects full tour of property
* Inputting maintenance request, and following up with residents
* Weekly Leasing goals of .33% achieved weekly
* Responsible for the resident retention program and renewing residents
* Type up all leases and complete paperwork for new move in as well as
* Renewals
* Proficient in Microsoft word, outlook, power point, excel, and Yardi, etc.
* Maintained leasing goals in all lease up properties within 90 days of takeover.

**Education:**

Santa Fe High School

Alachua, Fl

High school diploma

2005

Johnson & Wales University

North Miami, Fl

2005-2006

Georgia Real Estate School Morrow,

GA licensed Real estate license since December 2011

**References:**

Patrice Hobson Broker for Southern Real Estate Brokers P: 678-698-5261 E: patricehobson@aol.com

Raven Shirley Manager with SMP P: 404-840-8451 E:ravenmarie004@gmail.com