

Anthony Bolling

Property Management

Arvada, CO 80004

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Professional Summary

Dedicated property manager/assistant property manager with motivation to maintain customer satisfaction and contribute to company/property success.

Skills/Duties

- Outreach Marketing
- Leasing/Renewals
- General Office duties
- Inventory control
- Invoice processing/Billing
- Strong organizational skills
- MS Windows proficient
- Strong client relations
- Yardi & CRM
- RentMaxx & Yield star
- Weekly Trend reports
- Delinquency/Collections
- Deposit accounting
- PRE-AME

Authorized to work in the US for any employer

Work Experience

Assistant Community Manager

Coughlin Property Management-Denver, CO

November 2019 to Present

As the Assistant Community Manager I help the community manager with daily operations of our 557 unit apartment community. I handle auditing all files for move in, overseeing a two person leasing team, process all renewals & deposit accounting. I also stay on top all of our digital marketing. I strive to keep my community at 98% occupied or higher. Renewal retention is a big part of what I do such as events and getting involved with the residents to keep them happy and love living at the community. All together I strive to give the best customer service while contributing to the properties success.

Multi-Site Property Manager

AQP Mountain-Denver, CO

January 2019 to November 2019

As the property manager for AQP Mountain I oversee the daily operations for 8 smaller communities ranging from 12 Units to 57 units all together I have 182 units between North Aurora & Lakewood Colorado. I handle all deposit accounting, delinquency, Collections, Rehab budgets, Digital Marketing,

leasing operations & more. I have completed 2 full rehabs with AQP helping them stay under budget. I have created a brand new leasing process company wide to help better serve our residents & prospects.

Leasing/Assistant Manager

Mission Rock Residential-Broomfield, CO

April 2018 to January 2019

As a Leasing/Assistant Manager I am the first point of contact for the community. I handle most Move Ins/Outs, renewals, some deposit accounting, some delinquency and marketing. I have been working to organize and audit all files and convert them to PDF's or make the property paperless. when it comes to delinquency I strive to have it less than 2%. Renewal retention is a big part in what I do such as events and getting involved with the residents to keep them happy. All together I Strive to give the best customer service while contributing to the properties success.

Assistant Manager

Summit Communities-Denver, CO

January 2017 to April 2018

As the Assistant manager I am the first point of contact for most of the current residents at the community. I handled most of the move ins/outs, renewals, deposit accounting (SODA), delinquency and marketing. When it comes to delinquency I strive to have it less then 2% pre-AME. Renewal retention is key for the community I worked on retention events every month. I also worked close with my team to finish renovations at the property.

Site Manager

First Class Moving & Storage-Kansas City, MO

April 2011 to January 2017

As the Site Manager, I oversaw a 120 unit storage complex. I handled most move ins/move outs, deposit accounting, delinquency, Maintained vendor relations, did monthly auctions, maintained customer satisfaction & updated company wide marketing.

Education

Music Technology

Longview Community College - Lees Summit, MO

January 2013 to May 2015

High School Diploma

Lees Summit North High School

August 2008 to May 2012

Skills

- Yardi (5 years)
- On-site (3 years)
- Appfilo (1 year)
- Entrata (1 year)
- Google Docs (10+ years)
- Aptex (1 year)
- Leasing (7 years)

- Marketing (7 years)
- Property Management (7 years)
- Office Management (7 years)
- Accounts Payable (7 years)
- Management (7 years)
- Accounting (7 years)
- Microsoft Office (10+ years)
- Rent Manager (1 year)
- Customer Service
- Microsoft Word
- Excel
- Word
- Microsoft Excel
- Receptionist
- Powerpoint
- Scheduling
- Organizational Skills
- MS Office
- Time Management
- Communications
- Digital Marketing
- Property Leasing
- Accounts Receivable
- Fair Housing Regulations (7 years)
- Social Media Management
- Public Relations
- Outlook (8 years)
- Yardi
- Property management
- Accounting
- Marketing
- Time management
- Leadership
- Social media management
- Property leasing
- Customer service
- Section 8
- Landlord-tenant law

Certifications and Licenses

Driver's License