

Eboni D. Hicks

Property Manager

Tarboro, NC 27886

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To secure a responsible and demanding position with a progressive company that rewards creativity, hard work, and will challenge my intellectual ability.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Property Manager

EXCEL PROPERTY MANAGEMENT - Raleigh, NC

June 2021 to November 2021

- Accept applications. Prepare apps for approvals and move-ins.
- Perform move-outs.
- Trained in tax credit and RD procedures
- Collect rents, submit payment authorizations
- Communicate with contractors to maintain the property
- Perform recertifications for current tenants
- Obtain approvals for Section Eight subsidies.
- Perform daily administrative tasks, answer incoming calls, inspect the grounds and buildings on the property and greet the public daily, etc.
- Excellent customer service, marketing, LIHTC and Classic software experience.
- Has notary certification

Property Manager

Wynnefield Properties LLC - Jamestown, NC

November 2019 to June 2021

Manages two tax credit properties.

Completed notary certification.

Site Manager

PENDERGRAPH MANAGEMENT, LLC - Raleigh, NC

January 2018 to November 2019

- Accept applications. Prepare apps for approvals and move-ins.
- Perform move-outs.
- Trained in tax credit and RD procedures
- Collect rents, submit payment authorizations
- Communicate with contractors to maintain the property
- Perform recertifications for current tenants
- Obtain approvals for Section Eight subsidies.

- Perform daily administrative tasks, answer incoming calls, inspect the grounds and buildings on the property and greet the public daily, etc.
- Excellent customer service, marketing, LIHTC and Classic software experience.

Distribution Generalist

QVC, Incorporated - Rocky Mount, NC

October 2012 to August 2017

Provided materials and supplies to packers as needed. De boxed and kept lines loaded as needed for packers. Maintained a clean and safe work environment for myself, as well as for packers I was assigned to. In addition, I also assisted the Pending and Exceptions areas, as needed.

Trained in other departments including Inventory Control, Manual Pack, Automation and Shipping.

I successfully completed a temporary assignment in the Returns department.

Exceptions Processor

QVC, Incorporated - Rocky Mount, NC

October 2004 to September 2009

Researched and identified all open orders and manually printed invoices. Responsible for ordering products from Inbound department and getting both products and invoices to packer to have orders packed out for shipment. Assisted supervisors in Automated, Shipping, Inventory Control and Transportation departments with researching and processing inventory in order to expedite any open orders. Knowledgeable of Warehouse Management Systems (WMS).

Substitute Teacher

QVC, Incorporated - Nashville, NC

February 2005 to June 2006

Instructed students to follow lesson plans prepared by their teachers. Maintained a good, safe learning environment for all students to learn.

Operations Manager

Everett Delivery Service, Incorporated - Rocky Mount, NC

January 2004 to December 2004

Responsible for handling contracts and day-to-day operations of company. Maintained daily attendance records. Scheduled drivers and organized personnel information. Answered and responded to on-call, emergency related situations at all times. Performed numerous clerical duties. Responsible for mail delivery and file organization. Conducted bank deposits, payroll and other financial obligations.

Basic Skills Instructor

Edgecombe Community College - Rocky Mount, NC

October 2002 to December 2003

Instructed students in earning their General Efficiency Degree (GED) and Adult High School Diploma (AHS). Maintained daily attendance records. Utilized database to organize personnel information. Performed numerous clerical duties. Responsible for mail delivery and file organization.

Casual Clerk

Rocky Mount Post Office - Rocky Mount, NC

November 1999 to December 1999

Processed and Sorted mail. Placed packages in designated bins to be transported to various hubs to be shipped.

Education

Master's in Management

University of Phoenix-Online Campus - Phoenix, AZ
January 2017 to January 2018

Management

University of Phoenix Online - Phoenix, AZ
December 2014 to September 2016

Chain and Operations Management

University of Phoenix Online - Phoenix, AZ
May 2006 to September 2008

Transportation/Logistics Management

North Carolina A&T State University - Greensboro, NC
August 1994 to May 1999

Skills

- Section 8
- Warehouse Management System
- LIHTC
- Property Management
- Logistics
- Yardi
- Accounts Receivable
- Operations Management
- Supply Chain
- Office Management
- Property Leasing
- Fair Housing Regulations
- Management
- Negotiation
- Accounting
- Microsoft Outlook
- Microsoft Excel