

PROPERTY MANAGEMENT ASSISTANT

Professional Summary

Dedicated Public Relations Specialist with vast experience managing external public relations and media agencies. Skillfully manages multiple tasks and meets tight deadlines in high-pressure environments.

Skills

- Bilingual in English and Spanish
- Computer skills
- Creative Writing
- Strategy development
- Social media coordination
- Media relations
- Critical thinking
- Campaign management
- Fact checking
- Information gathering
- Strategic Planning
- Social media marketing

Work History

Property Management Assistant , 01/2018 to Current

Company Name " City , State

- Introduced prospective tenants to types of units available and performed tours of premises.
- Communicated with clients and tenants while offering strategic solutions to remedy problems.
- Communicated effectively with owners, residents and on-site associates.
- Generated professional networks by engaging in professional, industry and government organizations.
- Conducted thorough research using diverse resources to assist professional staff with routine and special project tasks.

Public Relations Coordinator , 08/2017 to 06/2018

Company Name " City , State

- Identifying clients' needs through market research and analysis and developing forward-thinking strategies.
- Analyzing clients' objectives and interests in order to create meaningful relations with media and public personas to utilize for campaigns and projects.
- Creating proposals for various activations and events.
- Developing and cultivating ambassadors for campaigns.
- Researching and organizing event elements, including venues, guest speakers, influencers, etc.
- Executing and monitoring performance of campaigns to boost brand awareness and profitability.
- Analyzing the results of campaigns and reporting observations to the client through our post-event reports.
- Drafting and distributing press releases, media alerts, media invites, briefing documents, and opinion editorials.
- Liaising with journalists to pitch and secure the necessary media coverage.
- Monitoring media coverage
- Maintaining an up-to-date media list
- Compiling monthly reports, and end of campaign reports.

Faculty Liaison/Textbook Supervisor , 04/2015 to 06/2017

Company Name " City , State

- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Developed strategies to study trends in customer behavior, so as to anticipate future opportunities for growth.
- Responded to requests for information from media or designated appropriate spokesperson or information source.
- Drafted press releases detailing relevant newsworthy information and supporting brand image, and worked with news media to spread positions.
- Oversaw professional social media messaging through content development, follower engagement, social listening, trend analysis and by leveraging competitor research.
- Increased revenues and supported business goals by developing public relations strategies and campaigns.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Led projects and analyzed data to identify opportunities for improvement.
- Resolved problems, improved operations and provided exceptional service.

Stockroom Supervisor , 09/2013 to 01/2015

Company Name " State

- NYC - Mens Shoes, Stocked and replenished merchandise according to store merchandising layouts.
- Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
- Maintained strong vendor connections, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.

Education

Criminal Justice Bronx Community College - City , State

Associate of Arts : Video Game Design Southern New Hampshire University - City , State

Certifications

- Computer Science Certificate, CENTU Dominican Republic - 2009
- Intermediate Python Coder/Data Analyst and advancing, DataCamp

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