

To Whom It May Concern:

I am interested in finding employment in the property management field. I have seven years of leasing experience and a little less than a year in assistant management. I am a hard worker, dedicated, and the kind of person that follows a task to the end. I am demanding of myself at times and strive to have the opportunity to continue learning. I am outgoing and personable, yet at the same time maintain professionalism.

The following resume indicates my past experience. I believe this experience has prepared me for the position you are recruiting for.

At your earliest convenience, I would like to meet with you to discuss how my skills might benefit your company. Please contact me at (480)522-8125.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Sincerely,

Dawn N. Kleczka
4324 Pan American Freeway NE #283
Albuquerque, NM 87107
Cell (480)522-8125
Email: dwk_tns@yahoo.com

6350 Eubank Blvd, NE
#716 Albuquerque, NM
87111

480-522-8125
dwk_tns@yahoo.com

Dawn Kleczka

Objective To obtain a position as an assistant manager with a growing company offering opportunities for advancement and professional development.

Experience July 2009 – October 2009 Bernard & Allison Albuquerque, NM

Supervisor – Carolyn Sparks

- Provide customer service for residents and perspective residents
- Show apartments
- Prepare leases and lease paperwork
- Do mi/mo
- Inspect apartments upon mi/mo
- File delinquent accounts and attend court
- Send notices
- Process daily reports

Jan 2009 – July 2009 Bernard & Allison Albuquerque, NM

Supervisor – Mealofa Muenz

Leasing / Assistant Manager

- Provide Customer service for residents and perspective residents
- Show apartments
- Prepare leases and lease paperwork
- Do mi/mo
- Inspects apartments upon mi/mo
- Post rent
- File on delinquent accounts and attend court
- Send notices
- Process daily reports

2008 – Jan 2009 Bernard & Allison Albuquerque, NM

Supervisor – Gloria Juarez

Leasing / Assistant Manager

- Provide Customer service for residents and perspective residents
- Show apartments
- Prepare leases and lease paperwork
- Do mi/mo
- Inspects apartments upon mi/mo
- Post rent
- File on delinquent accounts and attend court
- Send notices
- Process daily reports

. 2001-2007 Sahara / Playa Palms Apartments Gilbert, AZ

Supervisor – Shannon Dolniak (480)926-0392

Leasing Consultant

- Provide customer service for prospective and current residents.
- Move in and move outs.
- Show apartments.
- Prepare lease paperwork and data entry.
- Filing, work order analysis, bills, answering phones.
- Post rent.

Education

1996-1998 Dona Ana Community College Las Cruces, NM
Arts & Sciences

Computer Skills

Microsoft Word, Excel spreadsheet, internet explorer

Honors &
Activities

- Certificate in Leasing Crime Free.
- Certificate in Leasing Fair Housing.
- 1992 received a Renaissance Award for scholastic achievement.
- Rewarded for renting the most apartments in a month more than once

6350 Eubank Blvd, NE 480-522-8125
#716 Albuquerque, NM dwk_tns@yahoo.com
87111

Dawn Kleczka

Objective To work for a growing organization that will enable me to utilize my strong organizational skills, as well as my ability to work well with others.

Experience Jan 2009 - Present Bernard & Allison Albuquerque, NM

Supervisor – Mealofa Muenz

Leasing / Assistant Manager

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- Prepare leases and lease paperwork
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1999–2001 Chapman Chevrolet Tempe, AZ

Supervisor – Patti Vantine, Service Manager (480)838-1234

Service receptionist

- Answered phones.
- Data entry.
- Assisted customers on the drive.
- Kept vehicles on the drive organized and directed service drive traffic.

Education

1996-1998 Dona Ana Community College Phoenix, AZ
Arts & Sciences

Computer Skills

Microsoft Word, Excel spreadsheet, internet explorer

Honors & Activities

- Certificate in Leasing Crime Free.
- Certificate in Leasing Fair Housing.
- 1992 received a Renaissance Award for scholastic achievement.
- Rewarded for renting the most apartments in a month more than once

Julianne Padilla
6194 Roadrunner Loop
Rio Rancho, New Mexico
505-269-8226

Objective: To obtain a position where I can use and develop skills and training learned in college and prior jobs.

Education: New Mexico Highlands University, Las Vegas, NM 1999-2002
Bachelors Degree in Business Administration, With Concentration in MIS

Experience: **Pearson Educational Measurements-Rio Rancho NM, Seasonal Scorer**

- Score Written Assessments written by Students

Arrowhead Ridge Apartments - Rio Rancho, NM

Assistant Manager August 2005-August 2006

- Supervise Staff
- Resident Retention
- Rent Collection/Daily Bank deposits
- Rent Collection
- Renewal Paperwork for Current Residents
- Leasing to Prospective Clients

Arrowhead Ridge Apartments - Rio Rancho, NM

Leasing Consultant June 2004-August 2005

- Resident Retention
- Leasing
- Customer Care
- All aspects of sales

Minnick and Associates Educational Research - Albuquerque, NM

Project Assistant May 2003-June 2004

- Web Research
- Assisting in the collection and reporting of data
- Organizing project material
- Maintaining a small library

Registrar's Office, NM Highlands University - Las Vegas, NM

Work-study position July 2002-December 2002

- Responding to miscellaneous inquires related to student information
- Maintaining miscellaneous student files
- Entering extensive student data

Office of Grad Studies, NM Highlands University - Las Vegas, NM

Work Study Position Jan 1999-July 2002

- Training new student employees
- Responding to inquires related to admissions, and programs
- Verifying data integrity in keeping the graduate policy