

CLICK HERE

to watch my intro video

yesVIRTUAL Training

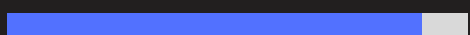
- Lease Renewal
- Marketing
- Maintenance Coordination and Follow up
- Tenant Screening and Applications Process
- Inbound/Outbound Calls
- Maintenance Dispatching Vendors
- Maintenance Coordination and Follow up
- Extracting Work Orders and understanding the spreadsheet report for PMs
- Tenant Screening and Applications Process
- Rent Payments - Section 8

BASIC PROPERTY MANAGER SKILLS

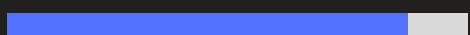
Communication Skills



Computer Skills



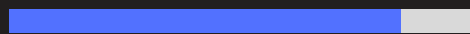
Administrative Task



Maintenance and Maintenance Coordination



Mainline and Leasing



Tenant Screening



6 MONTHS HANDS-ON EXPERIENCE!

KYLA SILARIO

Virtual Assistant/Remote Team Member

Education

Silay Institute (Senior High School)
Accountancy and Business Management
2021-2022

Career Summary

Customer Service Representative
Transcom
2022

- Catering customers needs Processing desired changes on customers account Communicating with customers to solve

Other Skills

- Communication skills
- Multitasking skills Detail
- Oriented Organizational Skills
- Basic graphic design Basic
- Social media management
- Computer skills Creative
- Thinking Flexible and eager to learn
- Can work under pressure
- Can work in a team environment