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OBJECTIVE:

My objective is to permanently relocate with my husband to home state of Florida as Resident Property Manager or Management/Maintenance team with my husband for Self Storage, Apartment Community or an upscale Mobile Home Park. I intend to remain in the same position for at least ten years. Although I currently reside in North Carolina, am able to become part of your permanent management team two weeks from date of offer.

SKILLS:

With many years of property experience along with time management, ability to multi task, stability and powerful leadership which builds lasting teams, it is certain I will be a great asset to your company. I am energetic, dependable and strong in sales and marketing. Tremendous collection skills enable me to have minimal past dues. I have excellent computer skills including Microsoft Office products, Rent Manager, DigiGate, Falcon and SiteLink software. My gift of salesmanship allows me to build value and capture most potential tenants, building long term relationships without reducing company profits.

WORK HISTORY:

On Site Resident Manager

McPherson's Mobile Home Park, Elizabeth City, NC
11/09 Present (Trial Basis)

On site property management team with my husband for a mobile home park, rental apartments and single family homes in the area; employed by private owner. Responsible for marketing, advertising, showing properties, lease agreements, collections, entering work orders for my husband to complete, non-compliance resolution and timely evictions; organize and maintained tenant files. Attended Chamber of Commerce and networking events. We accepted position on a trial basis and will discuss upon interview.

Resident Manager

George's Stor-Mor, Asheville, NC
2/09 to 11/09

Responsible for management of three self storage facilities with 720 units and 150 parking space rentals to include sales, marketing, collections, preparing rental agreements and daily reports, training employees, accounting, assist with auctions; proficient in SiteLink, DigiGate and Falcon software. Analyze comparable market surveys and perform daily property maintenance; lower past dues than any of their sites. Providing superb customer service, I have long-term tenants. The Operations Manager stated the property is in better condition now than in his four years of management. My property has received 9 awards year to date. Attend all Chamber of Commerce, Apartment Association and networking events. Available letter of reference, phone shop recording, property audits and performance review.

Property Manager

Woods Edge Apartments, Asheville, NC

09/08 to 2/09

Leased and managed 120 multi-family units; administered and maintained daily operations in accordance with corporate policies and procedures to include sales, marketing, rental agreements, rent collections and other charges; delivered timely rent increase notices, managed timely evictions and maintained thorough and well organized resident files. Trained employees; performed reporting and accounting functions. Developed positive and productive relationships with tenants by resolving issues and concerns of tenants in a timely fashion. Analyzed comparable market surveys. Attended all Chamber of Commerce and networking events.

Assistant Manager

4/08 to 9/08, George's Stor-Mor, Asheville, NC

Responsible for assisting Resident Manager with three self storage facilities including sales, marketing, collections, rental agreements, reports, accounting and provided assistance with auctions. Analyzed comparable market surveys and performed daily maintenance. With my collection skills, our site carried lower past dues than any site. My reason for leaving was I commuted over 150 miles per day as they did not have residence available at that time and one of my tenants recruited me as her replacement at Woods Edge Apartments.

District Manager

07/06 - 04/08, MPH Publishing, Canton, NC

Business to business sales of real estate presentation folders, providing them to realty companies at no cost to them and sold advertising to companies to pay for printing of product. Set qualified leads via telephone and trained 17 employees. Economy forced us to discontinue operations.

Property Manager

04/04 - 5/06, Vista de la Sierra Apartments, Sierra Vista, AZ

Solely responsible for leasing and managing 220 multi-family units; administered and maintained all phases of apartment community operations; collection/depositing monies, bank reconciliation, operational paperwork including preparing leases and serving eviction notices; hired and supervised maintenance staff, had excellent resident relation and resolving resident issues. I relocated back to North Carolina.

Direct Care Staff

06/03 - 04/04, Skill Creations, Canton, NC

Assisted mentally challenged clients with daily living skills in a group home setting; proficient in Medication Administration, CPR, First Aid, NCI and Behavior Management. Group home closed operations.

Insurance and Promotional Advertising Sales, Self-Employed

08/96 06/03, Waynesville and Asheville, NC

Two positions held simultaneously selling and servicing Life, Health and Medicare Supplements, Annuities, Long-Term Care and territorial promotional advertising.

Sales Representative/Sales Manager

09/93-07/96, Furniture Connection of Carolina, Hilton Head Island, SC

Top producer and Sales Manager over fifteen employees for furniture brokerage firm until company closed operations.

Office Manager/Sales Manager

02/89 09/93, Hilton Head Island Tanning Secrets,
Hilton Head Island, SC

I was directly responsible for all aspects of the business. Accomplished sales, marketing and managed trade shows for manufacturer of suntan and clothing products. I trained and supervised five employees until close of operations.

EDUCATION:

Edgewater High School, Orlando, FL, Basic Studies, 1981

Mid-Florida Technical Institute, Orlando, FL, Hotel/Motel Management, Valedictorian
1984

REFERENCES

Available upon request.