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kristinegilbert@mail.com

Lexington, KY

Linkedin

EDUCATION

Bachelor of Science (BS) in Real Estate and Community Development

University of Kentucky Business Administration, Lexington, KY

2014 - 2018

SKILLS

- Property Maintenance
- Lease Management
- Budget Administration
- Tenant Relations
- Marketing and Advertising
- Fair Housing Compliance
- Market Analysis

HOBBIES

- Diorama
- Embroidery
- Photography

LANGUAGES

- Korean
- Vietnamese

KRISTINE GILBERT

APARTMENT PROPERTY MANAGER

PROFESSIONAL SUMMARY

An experienced Apartment Property Manager with a proven track record of successfully managing and maintaining multi-unit residential properties. Biggest achievement in this role has been increasing occupancy rates by 20% through effective marketing strategies and tenant retention programs.

EXPERIENCE

● 2021 - Now

Apartment Property Manager

Horizon Realty / Lexington, KY

- Successfully manage a portfolio of 500+ residential units, consistently achieving an occupancy rate of 98%.
- Implement cost-effective maintenance strategies, resulting in a 15% reduction in operational expenses while maintaining high-quality property standards.
- Develop and execute resident retention programs, leading to a 20% decrease in tenant turnover.
- Conduct regular property inspections, addressing maintenance issues promptly and ensuring compliance with safety regulations.

● 2018 - 2021

Assistant Property Manager

Metropolitan Estates / Lexington, KY

- Assisted in the day-to-day management of a 300-unit apartment complex, handling leasing activities and tenant communications.
- Coordinated property maintenance projects, negotiating contracts with vendors and ensuring timely completion of tasks.
- Streamlined the rent collection process, implementing an online payment system that resulted in a 30% increase in on-time payments.

CERTIFICATIONS

● 2019 - Now / National Apartment Association

Certified Apartment Manager (CAM)

● 2018 - Now / Kentucky Real Estate Agency

Real Estate Property Manager License