
IMAN APPLICANT

OBJECTIVE

Seeking a position in Real Estate and Property Management where strong academic background, extensive work experience, and exceptional interpersonal skills can be utilized.

EDUCATION

University of Massachusetts Amherst — Bachelors in Business Administration (BBA)

Institute of Real Estate Management — Certified Property Manager (CPM) Designation

WORK HISTORY

Berkshire Brownstones, Inc. — Pittsfield, Mass.

Property Manager

Managed tenant relations and handled leasing agreements. Coordinated maintenance crews for upkeep and repairs. Ensured compliance with health and safety regulations. Utilized organizational skills for streamlined operations. Employed both written and verbal communication for administrative tasks. Conducted basic bookkeeping and cost projections. Awards: Brownstone's Best award for filling the most rental units.

Rat-trap Rentals, Inc. — Springfield, Mass.

Property Manager

Managed buildings offering daily and hourly rates in addition to traditional rentals. Frequent coordination with law enforcement and fire department for building compliance. Employed conflict resolution techniques. Acted as a general handyman during staff unavailability.

The "Fly in the Ointment Lounge" — Northampton, Mass.

Bartender

Mixed drinks and maintained customer relations. Ensured sanitary conditions and compliance with alcohol-serving regulations.

COMMUNITY SERVICE

Big Brothers and Big Sisters — Springfield, Mass.

Played basketball with "little brothers" and taught them basic maintenance skills. Mentored on job-seeking activities like snow-shoveling. PROFESSIONAL AFFILIATIONS Member, North American Property Management Association since 2020