



CORE QUALIFICATIONS | STRENGTHS

- ✓ Strong leadership and tenant relationship skills.
- ✓ Demonstrated track record of sustained high performance.
- ✓ Holds self and others accountable for results.
- ✓ Leads change and models a high standard.
- ✓ 20+ years in management leadership.
- ✓ Proficiency in attention to details and organization.
- ✓ Skilled in RealPage Unified platform
- ✓ Elevated commitment to community building

PROFESSIONAL EXPERIENCE

The Simon Companies | Assistant Residential Property Manager August 2021–Present

- ✓ Maintains property units by advertising and filling vacancies, negotiating, and enforcing leases, and maintaining and securing premises.
- ✓ 100% daily lead follow-up to prospects on interest and vacancies.
- ✓ Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- ✓ Prepares leasing and marketing reports by collecting, analyzing, and summarizing data and trends.
- ✓ Trains and supports new hires as part of the Simon Companies onboarding process.
- ✓ Utilizes keen understanding of housing agency regulations to facilitate efficient approval process.

The Simon Companies | Leasing Coordinator November 2018–July 2021

- ✓ Maintained all resident files in OneSite.
- ✓ Scheduled and directed all move-ins and move-outs.
- ✓ Facilitation and leadership of bi-monthly newsletter for 8 Simon Companies properties.
- ✓ Planned and directed resident services and communications.

Kohl's | Customer Service Area Manager August 2017–January 2020

- ✓ Delivered the Highest level of customer service supporting Kohl's Yes, We Can culture through effective problem solving.
- ✓ Facilitated all employee orientation and customer service training.

Best Western Plus at Cold Springs | Guest Relations Leader May 2015–January 2020

- ✓ Acted as the first point of contact for guest information and building repour.
- ✓ Achieved amicable resolution to guest concerns, while coordinating with other departments as appropriate.

WONZEL MOBLEY

ARM®

PROFILE

Insightful, results-oriented, property management professional with over 5 years experience in efficiently managing a residential community of up to 158 units. In-depth experience of all aspects of daily operations of property management including maintenance, marketing, leasing, cultivating strong tenant relationships, staff leadership and ensuring compliance with all applicable policies and regulations.

CONTACT

PHONE:
404-668-2185

ADDRESS:
54 Spooner St, Plymouth MA 02360

EMAIL:
wonzie4u@gmail.com