

# Martha Bellomy

[MARTHABELLOMY.COM](http://MARTHABELLOMY.COM)

[martha@marthabellomy.com](mailto:martha@marthabellomy.com) | [LINKEDIN](#)

## PROFESSIONAL EXPERIENCE

---

### **Dover Management Inc.; On Site Field Manager** 2015 – Present

Providing dual services for a small business property management company that includes marketing and on site management of a multi-family rental property. Overseeing tenant selection and lease management while directing maintenance, major repairs, and daily operations. Managing utilities, collecting rent, and conducting tours of the property for prospective tenants.

#### **Key Accomplishments:**

- Updated company's marketing practices
- Established company's brand standards
- Updated leasing listing practices
- Maintaining tenant occupancy at 97 – 100%
- Low tenant attrition
- Sustaining 0% rent delinquency
- Successfully securing and closing lease agreements for apartments ranging between \$1,500 - \$3,000 monthly rents
- Supervising 2 maintenance engineers while overseeing subcontractors and vendors focused on major repairs for the property
- Conducting regular building inspections to identify necessary repairs and infrastructure improvements
- Excellent relationships with tenants, clients and coworkers