

# Martha Bellomy

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## PROFESSIONAL EXPERIENCE

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### **Dover Management Inc.; On Site Field Manager** 2015 – Jun 2018

Provided dual services for a small business property management company that includes marketing and on site management of a multi-family rental property. Oversaw tenant selection and lease management while directing maintenance, major repairs, and daily operations. Managed utilities, collected rent, and conducted tours of the property for prospective tenants.

#### **Key Accomplishments:**

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