

Takiah Kilfeather

Leasing Assistant

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📍 123 Aloha Street, Honolulu,
HI 96815

Education

**Associate of Applied Science
in Business Administration
with a focus on Property
Management at University of
Hawaii at Manoa, Honolulu,
HI**

Sep 2018 - May 2022
Relevant Coursework: Property
Management Principles, Real
Estate Law, Business
Communications, Accounting,
Marketing, Human Resources
Management, and Financial
Management.

Links

[linkedin.com/in/takiahkilfeather](https://www.linkedin.com/in/takiahkilfeather)

Skills

- Communication
- Organization
- Negotiation
- Time-management
- Problem-solving
- Microsoft Office
- Yardi software

Languages

- English
- Russian

Profile

Diligent Leasing Assistant with 1 year of experience in the property management industry. Proficient in conducting property tours, handling lease documentation, and addressing tenant inquiries. Demonstrates strong customer service skills and a keen attention to detail. Committed to maintaining high occupancy rates and fostering positive tenant relationships.

Employment History

Leasing Assistant at Alexander & Baldwin, HI

- May 2023 - Present
- Successfully leased 95% of available commercial spaces within a year, contributing to an overall increase in revenue by 12% for Alexander & Baldwin's HI properties.
 - Streamlined the leasing process by implementing new software, reducing paperwork by 40% and saving an estimated 100 hours of administrative work annually.
 - Conducted thorough market research and developed targeted marketing campaigns, resulting in a 25% increase in property inquiries and a 15% improvement in tenant retention rates.

Junior Leasing Assistant at The MacNaughton Group, HI

- Aug 2022 - Apr 2023
- Successfully negotiated and closed 10 new lease agreements, resulting in a 15% increase in occupancy rates for The MacNaughton Group's retail properties within the first year of employment.
 - Streamlined the lease application process by implementing an online platform, reducing paperwork and improving efficiency by 30%, leading to faster tenant approvals and move-ins.
 - Assisted in the development and execution of strategic marketing campaigns that attracted high-quality tenants, resulting in a 25% reduction in vacancy rates for The MacNaughton Group's commercial properties.

Certificates

Certified Apartment Leasing Professional (CALP)

Mar 2022

National Apartment Leasing Professional (NALP)

Aug 2020

Memberships

National Apartment Association (NAA)

Institute of Real Estate Management (IREM)