


Thu Halbur

Leasing Professional

Results-driven Leasing Professional with 1 year of experience in providing exceptional customer service and successfully closing rental agreements. Proficient in analyzing clients' needs, showcasing properties, and negotiating lease terms. Adept at building strong relationships with both tenants and property owners, while maintaining a high occupancy rate and maximizing revenue. Highly skilled in marketing, documentation, and property management software, with a commitment to continuous professional growth.

thu.halbur@gmail.com 

(692) 513-5947 

1234 Oak Street, Tulsa, OK
74101 

Education

**Associate of Applied Science
in Property Management at
Oklahoma City Community
College, Oklahoma City, OK**

Aug 2017 - May 2022

Relevant Coursework: Property
Management Principles, Real
Estate Law, Facilities
Management, Marketing and
Leasing, Financial Analysis,
Building Systems and
Maintenance, Tenant Relations,
and Fair Housing Regulations.

Links

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

Skills

Negotiation



Communication



Organization



Marketing



Customer Service



Financial Analysis



Property Management



Employment History

Leasing Professional at Allied Property Management, OK

May 2023 - Present

- Successfully leased over 150 units within a single year, exceeding company targets by 20% and contributing to a 95% occupancy rate at Allied Property Management properties in Oklahoma.
- Streamlined the leasing process by implementing an online application system, reducing paperwork and increasing efficiency by 30%, resulting in a higher client satisfaction rate and faster turnaround times.
- Consistently maintained a high customer satisfaction rating of 90% or above throughout the tenure, as measured through client feedback and surveys, leading to increased resident retention and positive word-of-mouth referrals.
- Proactively identified and resolved maintenance issues on property grounds, reducing overall maintenance costs by 15% and improving the living experience for residents.

Leasing Consultant at Express Employment Professionals, OK

Aug 2022 - Mar 2023

- Successfully leased 50 units within the first three months of joining Express Employment Professionals, contributing to a 20% increase in overall occupancy rates for the properties managed by the company.
- Implemented an effective marketing strategy that resulted in a 30% increase in qualified leads and a 15% boost in lease conversions, leading to faster filling of vacant properties and improved client satisfaction.
- Developed and maintained strong relationships with over 100 clients, achieving a 95% retention rate and consistently receiving positive feedback for exceptional customer service and problem resolution.

Certificates

Certified Apartment Leasing Professional (CALP)

Jan 2022

National Apartment Leasing Professional (NALP)

Sep 2020