

# Janelis Fowley

Property Manager

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## Profile

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### Details

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Dedicated Property Manager with 1 year of experience in overseeing residential and commercial properties. Adept at managing tenant relations, addressing maintenance issues, and ensuring regulatory compliance. Proven ability to efficiently handle property budgets and maintain high occupancy rates. Committed to providing exceptional service and fostering positive relationships with tenants and property owners.

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## Employment History

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### Property Manager at Cincinnati Property Management, OH

Mar 2023 - Present

- Successfully increased overall occupancy rate from 85% to 95% within one year, resulting in an additional \$250,000 in annual rental income for the properties managed by Cincinnati Property Management.
- Implemented cost-saving measures that reduced property maintenance expenses by 20%, saving the company \$100,000 annually without compromising the quality of services provided to tenants.
- Streamlined the tenant application and screening process, reducing the average time to fill a vacancy from 45 days to 30 days, which increased tenant satisfaction and led to a 10% improvement in lease renewal rates.

### Assistant Property Manager at Columbus Property Management, OH

Jul 2022 - Jan 2023

- Successfully increased overall tenant satisfaction rate by 25% within the first year through proactive communication, prompt issue resolution, and regular property inspections.
- Streamlined rent collection process, resulting in a 15% reduction in late payments and a 10% increase in on-time payments over a period of two years.
- Implemented cost-saving measures that reduced property maintenance expenses by 20% in one year, while maintaining high-quality services for tenants.
- Coordinated and executed the successful lease-up of a new 50-unit property within three months, achieving 100% occupancy and generating over \$500,000 in annual rental revenue.

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## Education

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### Bachelor of Science in Property Management at Ohio State University, Columbus, OH

Aug 2017 - May 2022