



SKILLS

Market Research

Relationship building

Conflict Resolution

Business Savvy

Project management

Interpersonal skills

Communication skills

Innovative

Problem solving

Emotional intelligence

Time Management

CORE STRENGTHS

Knock	Teams
WebEx	Section 8
Entrata	Fair housing
Yardi	SHRA
HUD Compliance	BACS

➤ EDUCATION

Paul Mitchell the school
Sacramento City College

CONTACT ME

 SmithAlexia9@gmail.com

 Sacramento, Ca
95826

 318-730-5887

ALEXIA SMITH

Assistant Community Manager

SUMMARY

In response to your job opportunity, I am attaching my resume for your review and consideration in the link below. I am confident that this position will make optimal use of the extensive skills and capabilities I have developed while working 15+ years in customer service and sales, with a background in property management. These include:

Track record of meeting and exceeding quality assurance expectations and standards; Exceptional work ethic in organizational skills and multitasking.

Proven ability to resolve issues efficiently under stressful conditions displaying a high degree of tact and professionalism.

History of success in both sale quotas and customer service
Outstanding customer service and communication skills ensuring the highest level of customer care

Demonstrated analytical and problem solving skills together with the ability to make sound evaluative judgments

A reputation as a team player who develops and maintains positive working relationships, but also mature capability wise enough to work independently

Comprehensive computer skills including MS Office, CRM database applications, running background checks

I believe and know if given the opportunity, I will make a valuable contribution to the team.

Thank you for your time.

Sincerely,
Alexia Smith

https://docs.google.com/file/d/1iWI-k0AYBPozHb_0gAxnt_o3UYiTJXsH/edit?usp=doclist_api&filetype=msword