

Rachel Rodkin

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Results-driven property manager with 7 years of experience overseeing commercial and residential properties. Strong customer service orientation with a background in office management and providing operational support to a wide range of industries.

Skills

Microsoft Office • Adobe • Quickbooks • Property Boulevard • Adapts quickly to new systems
Tenant Relations • Office Management • Accounts Payable/Receivable • Compliance Assurance

Experience

Property Mananage October 2020- Present

UAA Management, Queens NY

- Manage tenant relations by serving as the primary point of contact for all tenants.
- Record accounts payable/receivable and monitor tenants, vendors, and contractors using Remote Landlord
- Maintain compliance with DOB, HPD, DEP, and ECB
- Prepare residential and commercial lease agreements and handle inquiries regarding leasing of units

Assistant Property Manager FEB 2014- September 2020

EB Management Properties, Garden City, NY

- Manage tenant relations by serving as the primary point of contact for over 200 tenants in 5 properties
- Spearheaded an initiative to bring buildings up to code ensuring compliance with DOB, HPD, DEP, and ECB
- Transformed day-to-day office operations by identifying and resolving inefficiencies and implementing the use of modern technology to streamline processes
- Increased value of properties by advocating for upgrades and arranging services from contractors
- Prepare residential and commercial lease agreements and handle inquiries regarding leasing of units
- Maintain building supplies inventory by evaluating stock, anticipating needs, placing and expediting orders, and verifying receipt of supplies
- Record accounts payable/receivable and monitor tenants, vendors, and contractors using Property Boulevard Software

Office Manager JUN 2013-OCT 2013

Castagnello Realty, New York, NY

- Served as tenant liaison and outsourced tenants' maintenance requests to third party contractors
- Ensured efficiency and organization of day-to-day office operations; ordered and maintained supplies
- Maintained general ledger, accounts payable and receivable, and administered payroll

Administrative Assistant MAY 2013- DEC 2013

Nalanda Institute, New York, NY

- Maintained company website and presence on affiliate websites
- Managed virtual office and scheduled appointments

Development Manager/Assistant to the Director JUL 2012-MAY 2013

Chabad Serving NYU

- Identified prospective donors; supported donor relations by overseeing outreach and follow-up efforts
- Developed and executed fundraising campaigns using creative marketing strategies
- Provided technical support and troubleshooting to office staff

Education

Bachelor of Arts: State University of New York College at Buffalo

2010

Major: Integrated Marketing and Advertising Communications ● Minor: Art Therapy