

# MICHAEL CORBETT

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I am seeking employment as a Leasing Assistant

## Summary of Skills

Active Listener      Attention to Detail      Communicates Well      Adaptable  
Computer Literate      Service Orientation      Typing Skills (40+)

## Experience

**2011**                      **F Street Apartments and Town Homes**                      **San Diego, CA**  
**Internship**

- Assisted in increasing the occupancy rate from 95 to 100%
- Answered high volume of incoming calls
- Demonstrated Apartments and Amenities
- Guest Card and Waiting-List Follow-up
- Reviewed Applications and files for accuracy
- Received and posted payments and prepared them for deposit
- Acquainted with Lease-renewals and SODA administration
- Familiar with work-order administration
- Observant of Fair Housing Guidelines

**2007-2009**                      **DISTRIBUTEL**    **San Diego, CA**  
**Telemarketer**

- Delivered prepared sales talks from script to persuade potential customers to purchase product
- Adjusted sales scripts to better target interests of specific individuals
- Maintained records of contacts and orders

**2005-2006**                      **LUTH RESEARCH**    **San Diego, CA**  
**Telephone Interviewer**

- Conducted surveys and coded or typed responses into a computer
- Recruited prospects for product focus-groups and facilitated same

**1998-2000**                      **COMPUTER INTELLIGENCE**    **San Diego, CA**  
**Research Assistant**

- Contacted individuals to be interviewed
- Asked questions in accordance with instructions to obtain various specified information.
- Reviewed data obtained for completeness and accuracy.

**1996-1998**                      **DIRECTIONS IN RESEARCH**    **San Diego, CA**  
**Telephone Interviewer**

- Contacted businesses and private individuals by telephone
- Collaborated with interviewers of other studies to assist in meeting quotas

## Education / Training

Graduate of the IREM Restart Program (Classroom instruction in Property Management with Internship)

Continuing Education/Microsoft Office      Coleman College      New York University  
Certificate in Property Management/Jump Start Property Management Seminar