

WILLIAM D. ROBERTS

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OBJECTIVE

To attain a **Leasing Consultant or Maintenance** position with a dynamic Property Management company utilizing the knowledge, skills and abilities which I have developed with training in the **IREM** sponsored, **ReStart** Property Management Program.

HIGHLIGHT OF QUALIFICATIONS

Soft Skills:

- Customer Administration/Sales/ Marketing/Advertising
- Well developed communication skills both Written and Verbal
- Knowledgeable of Fair Housing Law/ADA/OSHA
- Accurate record keeping/Data input/Guest Card Administration
- MS Word, MS Excel, MS PowerPoint, Outlook, OneSite P.M. Software
- Multi-line Phone, Facsimile, Copy Machine/ Printer

Hard Skills:

- Electrical; 120-240vac, gfci, outlets, fluorescent ballasts, sm. Appliance.
- Plumbing; Sink, tub, toilet, g/d, copper, ABS/PVC,
- Carpentry; Drywall, doors, windows, tile, flooring, paint and texture, keys
- Landscaping; Mower, weed-eater, edger, trimmer, blower

EDUCATION

ReStart Property Management Course Institute for Real Estate Management -2011
IREM sponsored training and internship at:
Sares-Regis Group – **Promenade Rio Vista/ CONAM Properties -900 “F” Street**

Building Maintenance Center for Employment Training-2010
900 hour intensive training.
Education and skills development in Electrical, Plumbing, and Carpentry
Developed mathematical skills and competency.

Microsoft Office applications training City College, San Diego-2010
Training in the use of Word, Excel, Outlook, and PowerPoint

EMPLOYMENT HISTORY

Promenade Rio Vista/ Sares-Regis Group	San Diego, California
Leasing Consultant-Residential Services/Internship	2011-2011
900 “F” Street/ CONAM Properties	San Diego, California
Leasing Consultant/Internship	2011-2011
Gwen Remodeling	San Diego, California
Remodeling Technician	2008-2010