

MICHAEL L. EARICK

Property Management

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SUMMARY

Seasoned Manager and Leasing Professional with over 11 years' experience including residential property rentals.

- Proven Success in instituting programs and policies that improve employee retention, elevate morale, and ensure safety.
- Well-verse in resident/landlord and Fair Housing law.
- Success in fostering advantageous relationships between property owners and residents.
- Proven history of developing marketing strategies and leveraging online resources to meet and exceed occupancy rate goals.
- Team-focused manager committed to empowering and supporting employees while driving corporate objectives.

PROFESSIONAL ACCOMPLISHMENTS

- Promoted quickly from management trainee through assistant store manager to store manager and operations director.
- Hired to ensure safe handling and high level of productivity for staff personal and directed hiring, training, and payroll processes for over 1,200 seasonal employees.
- Developed and implemented comprehensive Safety Program including safety manual, employee awareness and job procedures training, OSHA regulatory compliance procedures, Safety Coordinator Training, and workers' compensation cost reduction initiatives.
- Acquired proficiency in Property Management Software *MRI*Lead2Lease* WebListers*Yardi/PopCard*One-Site*Yield Star*Blue Moon* MS Office (Word, Excel, PowerPoint, Access, Outlook).
- Increased resident satisfaction through formulation of maintenance priority list and improved communication between office staff, maintenance crews, and residents.
- Managed and guided successful operations by making strategic long-term decisions based on analyzing data and extrapolating plans of action that address relevant issues while improving the bottom line.

RELEVANT EXPERIENCE

GREYSTAR MANAGEMENT, SAN DIEGO, CA

LEASING PROFESSIONAL

09/2015 TO PRESENT

- Ensured completed lease agreements were in accordance with state, local and Fair Housing residential laws; and thoroughly educated residents on required stipulations in the agreements.
- Performed background, reference, and credit checks; selected quality tenants and maintained high occupancy rates.
- Independently conducted one-on-one customer walk through of vacant units, answered questions regarding services and amenities and provided appropriate disclosures when required for new resident screening.
- Handled all aspects of leasing apartments, including greeting prospective residents, touring the community, closing the sale, processing applications in a timely manner, completing leases, following up with prospects, obtains signatures for completion of leases/paperwork prior to move-in.
- Maintained knowledge and awareness of corporate in/out migration, property competition, and other market conditions affecting leasing and operations.
- Established and maintained professional and productive relationships with customers and employees.

WORK HISTORY

Leasing Professional	Greystar Management, San Diego, CA	2015 to Present
Property Management Staff	National Property Management, San Diego, CA	2015 to 2015
Property Management (Internship)	ConAm Management Corporation, San Diego, CA	2015 to 2015
Consultant	Self-Employed, San Diego, CA	2008 to 2014
Production Manager	No Boundaries, San Diego, CA	2007 to 2008
Packinghouse Manager	Calavo Growers, Temecula, CA	2006 to 2007
Operations Manager	Delta Packing Company, Lodi, CA	2002 to 2006
Senior Production Manager	Calpine Containers, Lodi, CA	2004 to 2005
Operations Manager	Henry's Marketplace, San Diego, CA	1996 to 2002

EDUCATION

University of San Diego Certificate in Real Estate Finance, Investments and Development Program, 2016
IREM REstart Property Management Course Class of 2015-Valedictorian
Certification of Completion of Fair Housing Training-Kimball, Tiery & St. John LLP, 2015
University of California Bachelor of Science (BS) in Environmental Policy, Analysis & Planning-Davis, CA, 1992