**Ophir Yahalom**352 Riviera Dr.  
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**Work Experience**

**Woodmont Real Estate Services, Multiple locations**  **June 2019 - Current**Multi-Site Property Manager, Mill Valley & Sausalito, CA – 69 Units  
Property Manager, Livermore, CA – 135 Units

* In charge of training and managing all leasing and maintenance staff.
* Oversee capital improvements which include renovations, building upgrades, and stairway replacement projects.
* Responsible for all property related budgeting, variance reports, and invoice payments.
* Routinely audit and maintain resident and vendor files.
* Delegated work to maintenance and leasing team to ensure smooth operation of the property even in the absence of an employee.
* Oversight and approval of resident applications, screening reports and leases.
* Resolve all resident complaints and issues.
* Restored property to occupancy to 98% and increased NOI to above budgeted amount.

**Greystar March 2019- June 2019**Larkspur Courts, Assistant Community Manager - 248 Units

* In charge of training and managing a leasing staff of two.
* Oversee new applications, renewals, and moveouts.
* Create all notices including 3 Day to Pay or Quit, Balance Due, and Notice to Enter.
* Responsible for posting all invoices.
* Keep track of all vendor files and for collecting bids from new vendors.
* Responsible for posting rent payments, deposits, and utility rubs.
* Resolve all resident complaints and issues.
* Coordinate with the 3rd party billing company for monthly billing.
* Coordinate with the Maintenance Department for scheduling service requests.
* Work closely with the Community Manager and provide detailed reports of the daily activity of our leasing staff.

**Woodmont Real Estate Services, Corte Madera & Mill Valley, CA** **October 2017- March 2019**Multi-Site,Leasing / Assistant Manager - 111 Units

* Responsible for touring and following up with all prospective residents.
* Create and maintain resident files onsite and online.
* Responsible for resident deposits, monthly rent, and utility rubs.
* Manage lease renewal tracker/letters and update database.
* Worked closely with Asset Manager and Regional during ongoing renovations and full property window replacements.
* Posting all applicable notices including 3 Day to Pay or Quit.
* Responsible for property marketing and monthly market surveys.
* Managed all A/R and A/P as well as tracking and creating PO’s.
* Prepare weekly leasing reports and accounting month-end reports.
* Tracking and scheduling Capital Improvements budgeted.
* Provide maintenance to residents and assist with unit turnover/renovation.
* Assisted in Manager role from October through December until new Property Manager was hired.

**Villa Marin, San Rafael, CA** **August 2016- November 2017**Night Shift, Front Desk - 300 Units

* Answered phones and greeted visitors.
* Interacted and assisted Elderly Residents and provide service where needed.
* Handled packages and kept a nightly log for all activity.
* Responsible for making a resident census every night and manage paperwork.
* Responsible for keeping the building and residents comfortable during the night.
* First responder to unit alarms and resident needs.

**Education / Awards**

Jewish Community High School of the Bay (JCHS), San Francisco, CA **June 2016**High School Diploma

College of Marin **August 2016-June 2020**Theater – AA, Real Estate Escrows Certificate

Awarded Institute of Real Estate Management (IREM) - Sustainable Property Certifications and Recertifications for multiple properties.

**Skills**

* Outstanding customer service
* Team Player
* Quick learner / Study
* Proficient in Realpage/Onesite, Yardi, On-Site, AvidExchange, Marketing Center, Compliance Depot, Outlook, Word, Excel,
* Proficient in web design (HTML, Python, PHP, CSS, Javascript)
* Sound designer and DJ
* Image editing and graphical designer
* Aptitude for computers, electrical, plumbing, and construction.

**References Available Upon Request**