

Katherine Lozada

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Authorized to work in the US for any employer

Work Experience

Property Manager

Aviara Properties - Palm Beach County, FL

December 2020 to Present

- Management from lease up to maintenance of three different communities
- Lease up of two new communities in Lake Worth & West Palm Beach
- Management of maintenance requests
- Budgets
- Notices to tenant (renewals, 3-day notices, violation notices, evictions)
- Inspection of units at move-out and move-in.
- Review of process of application from prospects
- Inspection of new construction and communities

Property Manager

Villas of Town and Country, LLC - Lake Worth, FL

February 2012 to July 2021

- Assist association manager with yearly budgets and owner's request or concerns
- Tour property with prospects, process application by verifying rental history, employment history, credit and background record
- Create and close work orders, schedule vendors, order appliances, HVAC equipment, and supplies
- Send 3 days' notice and renewals
- Tenants rental payments, bank deposits
- Submit files for evictions process, invoices, payroll and petty cash
- Unit walk-through of occupied units, move-ins and move-out

Customer Service

Flatel Inc - West Palm Beach, FL

2010 to 2012

Answered customer calls, quoted customers on phone home service and received customer payments.

Leasing Consultant

Villas of Town and Country, LLC - Lake Worth, FL

2009 to 2010

- Answered phone calls, greeted prospects, gave tours of the properties and units
- Received rental monthly payments, send notice for renewals as well as processed lease renewals

Leasing Consultant

The Richman Group - West Palm Beach, FL

2008 to 2009

Tax credit properties

- Generated monthly reports and completed yearly inspections of occupied and vacant units
- Received monthly rental payments and submitted work orders

Customer Service

Arron's Sales and Lease - West Palm Beach, FL

2007 to 2008

- Processed customer's applications, filed paper work, processed payments
- Answered high volume of calls
- Maintained an organized front counter while assisting customers

Education

Bachelor's degree in Business Administration concentration in Management

Keiser University - West Palm Beach, FL

April 2016 to May 2019

Skills

- Microsoft Excel
- Yardi
- Section 8
- Property Management
- Property Leasing
- Fair Housing Regulations
- Appfolio (5 years)
- Office Management

Languages

- Spanish - Expert

Certifications and Licenses

Licensed Real Estate Agent

November 2018

Licensed Community Association Manager

August 2020

Assessments

Accounting Skills: Bookkeeping — Highly Proficient

June 2019

Calculating and determining the accuracy of financial data.

Full results: [Highly Proficient](#)

Verbal Communication — Highly Proficient

November 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Project Timeline Management — Familiar

November 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Familiar](#)

Customer focus & orientation — Proficient

October 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

National Association of Realtors

November 2018

Additional Information

Skills

Completes task at hand. Goes above and beyond to ensure the job is completed on time and with great detail. Good intuition ability, enjoys the challenge to be creative and use imagination to provide business solutions. Dedicated and thrives on goal and team oriented environments with competency and responsibility. Speak, write and read Spanish. Proficient in Onesite, Yardi and Appfolio, Microsoft Word, Excel, PowerPoint and Outlook.