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| **SANYA NIKOLOVSKI**  **Regional Manager Assistant**  Bothell, WA 98011 **|** (425) 351-1991 **| sanyazdani**@gmail.com **| sanyazdani.com** | | | |
| Business professional with 5+ years of experience in property management industry. Adept in managing 1,200-unit portfolio mixed of market-rate and tax credit units with 30 staff members while meeting financial goals within the budget. Skilled in Management, Sales and Customer Service. | | | |
| **SKILLS** | | | |
| * Customer Service | * Communication | | * Lease Agreements |
| * Leadership | * Property Management | | * Budget Management |
| * Organizational | * Sales | | * Marketing |
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| **EXPERIENCE** | | | |
| **Quantum Management Services, Inc.** | **Lynnwood, WA** | | **10/2018 – 11/2019** |
| **Regional Manager Assistant** | | | |
| * Assisted and responsible for overseeing operations of 14 tax credit and market-rate properties with 30 total staff members * Provided overall direction and supervision of day-to-day property management with oversight responsibility for management of the properties * Oversaw portfolio's operational and financial performance to ensure achievement of established objectives * Knowledgeable in all aspects of property operations including but not limited to leasing, marketing, reputation management, expense and revenue management, budgets, collections, delinquency, renovations, maintenance and capital plans * Monitored and ensured adherence to all policies and procedures related to compliance with the Landlord Tenant Act, Section 8, Fair Housing practices, and funding sources such as Housing and Urban Development (HUD) * Worked closely with Compliance department to ensure compliance issues are addressed in a timely manner | | | |
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| **Pillar Properties** | **Bellevue, WA** | | **01/2017 – 09/2018** |
| **Leasing Specialist** | | | |
| * Stabilized a 254 multi-family property from lease up * Maintained consistent occupancy of 95% or better with average of 19 lease expirations per month * Piloted, tested, launched and troubleshot Yardi and RentCafe package from start to finish for company software transition * Utilized full leasing cycle and coordinated move-in and move-outs for The Meyden * Issued 3-day and 10-day legal notices when manager not on duty * Assisted with deposit accounting and monthly delinquency management * Managed the weekly market survey and attended weekly pricing call to strategize the weekly goals when manager not on duty * Managed weekly Market Survey of competitors * Marketed the property by online and outreach marketing | | | |
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| **Waddell Properties** | **Kirkland, WA** | | **02/2015 – 01/2017** |
| Leasing Specialist | | | |
| * Making appointments and showing tours for 15 different properties * Preparing lease paperwork * Staging vacant units * Taking care of residents' needs in a timely manner | | | |
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| **BLC at Bellevue College** | **Bellevue, WA** | | **09/2014 – 03/2015** |
| **Project Manager** | | | |
| * Responsibilities: plan projects, set deadlines for projects, delegate tots and coordinate workflow, finalize paperwork and pursue compliance with school guidelines * Projects: Retired CEO and Executive Chairperson of Esterline speaker event, international entrepreneur and owner of Japanese restaurant Kukai Ramen speaker event, introducing Business Leadership Institute speaker event | | | |
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| **EDUCATION** | | | |
| **Eastern Washington University** | **Bellevue, WA** | |  |
| Bachelor of Business Administration (B.B.A.)  Minor in Communication | | | |
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| **Bellevue College** | **Bellevue, WA** | |  |
| Associate of Arts and Sciences (A.A.S.) | | | |
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| **CERTIFICATE** | | | |
| National Apartment Leasing Professional (NALP) | | **2017** | |