



Vanessa Vilchez <vilchezvanessa1975@gmail.com>

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## Vanessa Vilchez - Resumen

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**Vanessa Vilchez** <vilchezvanessa1975@gmail.com>  
To: Vanessa Vilchez <vilchezvanessa1975@gmail.com>

Wed, Feb 1 at 3:11 AM

Vanessa Vilchez  
Property Manager  
Anaheim, CA 92804  
[vilchezvanessa1975@gmail.com](mailto:vilchezvanessa1975@gmail.com)  
+1424-240-3426

To represent your fine company in Real Estate.  
Willing to relocate: Anywhere.  
Authorized to work in the US for any employer.

### Work Experience

Property Manager  
ESSEX PROPERTY TRUST  
September 2005 to May 2009  
September /05 - May /09  
FOUNTAIN VALLEY, CA

- Maintained an average occupancy rate of 96% at designated community
- Managed maintenance supervisor and leasing specialist
- Operating the budget objective of increasing net operating income, maintaining the physical asset, providing for a quality living environment for residents and establishing a positive, productive working relationship with the property staff.
- Compliance with the Fair Housing Regulations and company standards.
- Collecting rent, reviewing and preparing financial performance on a monthly basis.
- Maintaining occupancy of 96% on average, investigate the current market rent with our competition.
- Monitoring and controlling expenses carefully, spending wisely and consistent with the property budget and company guidelines.
- Conduct myself in a professional manner at all times, exercising professional discretion in confidential issues with the residents, the property and company information.
- Interact with staff, residents and vendors.
- Monitor delinquent balance, prepare legal documentation, and serve in court when needed, effecting deposit, and review staff annual performance evaluations.

Spanish Language Instructor  
BERLITZ LANGUAGE CENTER - Orange, CA  
March 2004 to September 2005

- Prepare lesson plans and assign activities during class. Teach in a classroom and maintain student attention.
- Follow the lesson manual according to my student's progress and retention.
- Explain and assist them in new material.
- Participate in school programs and functions.
- Follow school policy and procedures.
- Participate in French, Italian, Portuguese and English Pronunciation classes.
- This was based on assignments.
- Teach Kindergartens all the way to group class and one by one.

Leasing Consultant  
MERIDIAN - Orange, CA  
February 1999 to March 2001

- Leasing, corporate leasing, lease renewals; provide direct support to management in several confidential

projects.

- Daily business reports, diplomatically handle all leases related paperwork in an accurate and timely manner.
- Develop new business and following company policies and procedures regarding the pre-qualifications, screening and acceptance of applicants for future residents.
- Inspect empties and move-in units to ensure they are ready.
- Strong sales performer with additional responsibilities including: total operation for 280-luxury apartment.
- Train new leasing personnel.

**Education**

**AA in INTERNATIONAL BUSINESS/FOREIGN LANGUAGE**

**FULLERTON COLLEGE**

**1994 to 1998**

**Skills**

**Billing, Scheduling, Receptionist, Filing**

**Additional Information**

**Special Skills:**

**Fluent in Spanish and English.**

**Proven communication skills with residents and staff.**

**Effective at producing results independently and/or as a cooperative team.**

**Dedication and loyalty towards the employer.**