

Qendresa Ilazi

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EDUCATION

SNHU University

Major: BA Psychology with Forensic Psychology (current)

GPA:3.92

President's List. Honor roll

High School Gymnasium "Kuvendi i Arberit" (Ferizaj, Kosovo)

WORK EXPERIENCE

Park Haven Manager January 2019-Present

Regional Property Manager

Responsibilities: Overseeing 12 different properties with over 1000 Units in two different states. Understand financial objectives, responsible for hiring, payroll, and employee evaluation. Submit rent roll, delinquency reports, and coordinate evictions. Administer Exceptional customer service and maintain strong communication with the vendors. Manage community appearance, submit service tickets for repairs, and make sure the tenants adhere to community rules, by enforcing lease agreements, and preparing violations. Ensure all property required insurances were up to date. Extensive Knowledge of Appfolio, Buildium and Rent manager. Mobile Home Park expertise, specializing in RTO units.

Phipps and Co

November 2017 – January 2019

Executive Assistant

Responsibilities: Creating different presentations for CEO and CFO, as well as creating NDAs and other types of agreements and contracts. Screening calls, managing calendars, making travel arrangements, coordinating meetings and events, preparing reports, maintaining good customer relations, supervising support staff, purchasing and keeping office inventory, and using discretion when dealing with confidential information were a few other things among daily tasks.

Douglas Elliman Real Estate

November 2015 - November 2017

Administrative Assistant

- Responsible for setting appointments with clients, Calendar, Outlook emails, completing paperwork, maintaining, social media accounts, and desk duties (photocopying, printing, scanning, etc.)

COCA-COLA Hellenic (Kosovo)

Spring 2013 - Winter 2014

Management Trainee

- Training on production, distribution, marketing, and sales. Creating and executing successful selling plans including weekly promotions, putting up and maintaining displays, merchandising based on The company's methods and planograms. Responsible for monthly and weekly reports of sales points and execution plans, and their development. Creating client relationships by putting client business needs first and coming up with plans that would interest and satisfy both parties.

JRS Worldwide Company (Florida)

2009 - 2010

Sales Representative

- Generating leads, meeting or exceeding sales goals, negotiating all contracts with prospective clients, helping determine pricing schedules for quotes, promotions, and negotiations, preparing weekly and monthly reports, giving sales presentations to a range of prospective clients, coordinating sales efforts with marketing programs, understanding and promoting company programs.

LANGUAGES

- Fluent in English and Albanian
- Good in Spanish

SKILL AND ABILITIES

- Proficient in Rent Manager and Buildium
- High expertise with Rent Roll, Delinquencies and Evictions
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent organizational skills, Time management, trustworthy, Positive team member.
Great performance without supervision, great managerial skills.

WORK REFERENCES ARE AVAILABLE UPON REQUEST.

Park Haven Management

Fatjona Hajdini
HR and Legal Department
215-776-5827
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Phipps and Co

Chris Rice- HR Manager
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COCA-COLA Hellenic (Kosovo)

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JRS Worldwide

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