

Romeo Gonzalez

Articulated, Talented & Dapper Executive Level Administrative Professional with a densely concentrated background in Property Management

San Antonio, TX 78204

rlopezvdr@gmail.com

+1 210 348 3754

Acquired knowledge, wisdom and tenure spreading across almost 2 decades within my fields are primarily responsible for my development of master level talent in: problem solving strategics, Corporate/Enterprise Management, Full Scale Marketing (including digital), Photography/Videography/Content Writing/Meticulous Editing, Interior/Exterior Design as well as Forensic Accounting. I take great pride in the confidence to proclaim that my work ethics, morals, loyalty & dependability are impeccable and unwavering; it has been repetitiously rumored that I tend to light up the room upon which I enter.

Authorized to work in the US for any employer

Work Experience

Executive Assistant

Phoenix Repairs & Remodeling, LLC-San Antonio, TX

December 2018 to January 2024

Acted as the point of contact among executives, employees, clients and other external partners.

Managed information flow in a timely and accurate manner.

Managed executives' calendars & created Itineraries across the board.

Racked daily expenses and prepared weekly, monthly or quarterly reports.

Formated information for internal and external communication: memos, emails, presentations & reports.

Took minutes during meetings.

Screened and directed phone calls and distributed correspondence.

Organized and maintained the office filing systems.

Marketing Director/Lease Up Professional

Westlake Villas Apartments-San Antonio, TX

September 2016 to November 2018

Created & thoroughly maintained all marketing, social media, official website, photography, interior/exterior design of remodeled units as well as a full model apartment home for viewing while also acting as the only leasing professional available always operating the front desk and literally acting as the face of the community while revamping 100% with 2.5 million dollars maintaining an occupancy no lower than 89%. Acted as Manager whenever the Senior Property Manager was at one of the other 6 communities in her portfolio.

Assistant Manager/Marketing Director

Salon De Carlo-San Antonio, TX

September 2013 to August 2016

Created, organized, maintained and distributed all marketing materials as well as online advertising as well as social media not forgetting to take the time to teach the owner, investor and all staff how to output the same efforts as to ensure business continued to grow and prosper. Recruited, interviewed, hired, contracted and terminated stylists, employees, and vendors. Set up and performed all data entry for bookkeeping, AR/AP, HR & Inventory for the Salon. Acted as Manager when the owner was not present on site.

Assistant Property Manager

Park On Goldfield Apartments-San Antonio, TX

April 2008 to September 2013

Assisted and for 8 months acted as Manager over a 248 unit community which was aggressively being marketed for sale. Toured investors, bankers, & potential new owners. Performed forensic auditing after the manager was terminated for theft ensuring that all accounts were brought to an accurate standing while documenting all misappropriated as well as absent funds. Brought delinquency down from over \$5,000 down to under \$500, helped to also bring occupancy from 56% to 95% in less than 3 months ensuring that NOI increased by over \$20,000 regardless of the challenge of terminating all SAHA & Section 8 leases. For 8 months acted as onsite manager while the Vice President actively searched for a Property Manager qualified enough to fill the Regional Manager spot upon sale of the community.

New Construction Lease-Up Professional

United Apartment Group-San Antonio, TX

April 2004 to April 2008

Performed New-Construction Tax Credit Lease-Up's of Communities consisting of 300 units or more usually beginning to market, advertise, as well as perform all essential job responsibilities including pre-leasing apartment homes, assisting applicants with completing their application packages for tenancy accurately and to it's entirety making sure to include all pertinent information, supplemental information, amendments & acceptable supporting documents that coincided with the information provided by the applicants. Each application package that was submitted for any apartment home I leased had to be placed in the appropriate order, have the proper checklists/cover pages and had to include the printed tape from the 10-Key Accounting Calculator that was used for all mathematical purposes having to do with that application package. After performing my own auditing, scrutinizing and over all proofreading of the package I would submit it to my supervisor for further scrutinization and correct any findings discovered by my supervisor before sending to our corporate compliance officer for approval or a list of corrections needed. While in UAG's employ I was offered a \$5 per hour raise plus a rent free 3 bedroom apartment home on top of a commission structure that took my annual income into the 6 figures. All they asked of me was that I complete each new construction community (which meant reaching 100% occupancy) in less than 6 months per community. On average I was able to reach 100% occupancy in under 4 months per every 325 units assigned.

Leasing Consultant

Westdale Asset Management-San Antonio, TX

September 2001 to March 2004

Leasing apartment homes for a 455 unit community. Set up mini-models, made flyers, newsletters, sought out and utilized any and all free forms of advertising. Answered phones, emails, faxes, greeted and assisted tenants, prospective tenants as well as vendors. Performed all necessary documentation and data entry as per specified by upper management and supervisory staff. Inspected common grounds, interiors and exteriors of individual apartment homes, accepted and wrote up maintenance work orders, requests and observations. Did follow-up communications for guest cards of previously toured prospects, completed work orders & tenants with upcoming expiring leases. Set up and hosted community festivals, concerts & rummage sales as well as contests and incentives that created an overall sense of community and improved quality of living. Accepted and processed rental applications, verified past rental history, employment and any questionable information received from their credit or criminal reports. Made welcome gifts for new move-in's, inspected units to ensure they were ready to be occupied and updated all reports, boards and data entry to reflect units rented, moved into or out of as well as update their status in the make ready process for all vacant units.

Education

HUD/LIHTC/IRS Tax Credit Certification in HUD 4350 MANUAL COMPLIANCE

Texas Apartment Association - San Antonio, TX

December 2013 to December 2013

Real Estate License (Inactive) in Real Estate & Marketing

Alamo Real Estate Institute - San Antonio, TX

April 2005 to December 2006

Associate's degree in English

St Philip's College - San Antonio, TX

August 2002 to June 2004

Skills

- Marketing
- Property Management
- Real Estate
- Yardi
- Microsoft Word
- Onesite
- Excel
- Customer Service
- Interior Design
- LIHTC
- Section 8
- Bookkeeping
- Event Planning
- Fair Housing Regulations
- Payroll
- Property Leasing
- Auditing
- Recruiting
- Tax Experience
- 10 Key Data Entry
- Office Management
- Accounts Receivable
- Proofreading
- Accounting
- Accounts Payable
- Conflict Management
- Management
- Marketing
- Leadership
- Fair Housing regulations
- Property management
- Bilingual
- Data entry
- Organizational skills

- Section 8
- Spanish
- Filing
- OneSite
- LIHTC
- Yardi
- Computer skills
- Customer support
- Customer service
- Time management
- Communication skills
- Conflict management
- Property leasing
- Social media marketing
- CRM software
- Bookkeeping
- Microsoft Excel
- Upselling
- Financial report writing
- Budgeting
- Negotiation

Certifications and Licenses

Driver's License

April 2000 to September 2026

Real Estate License

Currently inactive