

**Precious D. Smith**  
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## **Professional Experiences**

### **Cranbury Woods Apartments -Leasing Manager**

March 2018-July 2020

- Overseeing properties
- Showing properties to prospective tenants
- Implementing marketing campaigns for new tenants

### **Surge Staffing-Branch Operations Manager**

July 2020-July 2022

- Maintains the work structure by updating job requirements and job descriptions.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions
- Reviewing and correcting all Audits regarding E-Verify, Employment Verification & Federal I-9 documents

### **Battle Bonding Company-Office Manager**

August 2021-January 2023

- Accept and check containers of mail from large volume mailers, couriers, and contractors.
- Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields
- Process bonds, bail payments in many forms & file and organize all documents for bonds being posted

### **Park Valley Apartments-Decatur-Assistant Property Manager**

July 2023-Present

- Overseeing property budget and organization
- Showing properties to prospective tenants
- Managing and guiding leasing agents through the leasing process
- Supervise Maintenance

## **Education**

### **Southwind High School-Memphis, TN 38125**

August 2008-May 2012

### **University Of Phoenix-Online**

April 2018-June 2020-Human Resource Management

## **Additional Skills**

- Computer, Administrative, Typing, Processing, Scanning and Production, Supervisory, Property Management, Managerial
- Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Clerical Documentation, Check Cancellation, Check Processing, Microsoft Outlook, Windows, Employment Verification, Various Software