

Dean Chiles

805.853.1508 | Deanchiles0685@gmail.com

Professional Skills

- Microsoft Office
- Pc and apple literate
- Customer Service

- Critical Thinking
- Organization
- Interpersonal Skills

- Checkscan Collection software
- Residential marketing platforms
- Various residential portal platforms

- Pre and post production for video editing
- Play various Instruments
- Operate studio equipment a D.A.W. system (Digital Audio Workstation)

Work History

Hogan - Concierge Driver, December 2021 to current, *Fontana, Ca*

-Third party Concierge delivery driver for high-end vehicles for a major used car retailer. Duties include car inspection, filing corresponding paperwork for each vehicle delivered, also maintaining precise control of the vehicle at all times.

Career Strategies - Leasing Consultant, October 2016 to current, *Woodland Hills, Ca*

-Third party resource for leasing consultants and property management. This position I had to be well versed, articulate and customer service is a must! Duties include taking potential residents on tours, helping out with the application process, maintaining data to follow up with potential residents and also reaching out to inquiries.

Pinnacle - Assistant Property Manager, September 2017 to February 2019 *Camarillo, Ca*

-Talk with potential residents and take them on tours of property, talk with residents to hear concerns they would have either with maintenance within their unit or building, keep accurate books on a spreadsheet and keep up with compliance with contractors and vendors

Walgreens - Associate, September 2013 to February 2015 *Oxnard, Ca*

These duties would include receiving itemized truck shipments in various forms, maintaining cold merchandise, resetting shelf price points, printing quality photos for guests/customers on canvas, photo books and portraits.

Polo by Ralph Lauren -Sales Associate, September 2011 to February 2012, *Camarillo, Ca*
Helped guests/customers find stylish clothing for a reasonable price, suiting the time of year or occasion.

Dot's Southern Kitchen - Personal Assistant/Manager, August 2011 to December 2011, *Las Vegas, NV*

Filled orders, organized pricing info, kept accurate account of gross income weekly.

Education

IADT International Academy of Design and Technology - *Las Vegas, Nv*

Audio Engineer, 2011

Hueneme High School - *Oxnard, Ca*

Diploma, 2003