

# Tom Little

Etudiant College

Dedicated Assistant Property Manager enthusiastic about meeting all kinds of people and familiar with creating a successful holiday environment for our clients.

Personable assistant developing customer service skills. Organizes inspections, supervises issue resolution and coordinates client check in. Establishing time management skills focused on working with client schedules.

Effective Assistant Property Manager offering growing skills in customer service, telephone etiquette and issue response. Works cooperatively with property ownership, suppliers and guests.

## Work History

2021-06 -  
Current

### Assistant Property Manager

*Mas La Bastide Villas, Le Plan de la Tour*

- Established strong, professional relationships with renters and delivering exemplary service.
- Conducted property check in to highlight features, answer questions and redirect concerns to the manager.
- Conducted property check out and verified property condition and reported the manager any damages.
- Assisted with tenant complaints promptly and appropriately, calling in repairmen and other support services.
- Organized restaurant reservations and recommended local activities for clients.
- Supervised cleaning and villa preparation prior to guests arrival.

## Education

*College Bertie Albrecht - Sainte Maxime*

## Accomplishments

## Contact

### Address

83120, Plan De La Tour  
France

### Phone

+33 6 51 38 82 77

### E-mail

tomdavidlittle@gmail.com

## Skills

Property tours and inspections

●●●●●  
Excellent

Telephone and email etiquette

●●●●●  
Very Good

Customer service-focused

●●●●●  
Excellent

Fluency in [English]

●●●●●  
Excellent

Fluency in [French]

●●●●●  
Excellent

Dependable and Responsible

●●●●●  
Excellent

## Languages

- Achieved organization skills through effectively helping the seasons rentals at Mas La Bastide Villas.
- Documented and resolved issues which led to contented guests.
- Resolved property issues by reporting to the manager and following through on the results by communication with the guests.

French English and Italian understanding

## Interests

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Travel and Reading

## **Skiing slalom competitions, snowboarding, sailing, motocross, reading, travel**

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I am on a Ski Team in Limone Piemonte, as we travel there every weekend and Holidays to ski. In 2019 qualified for Pinocchio downhill slalom in Abetone Italy and achieved a 11 place of 450 competitors. My brother and my Father love to snowboard off piste when the conditions allow, in Chamonix and Switzerland with a local guide, this has been an incredible experience for us to bond.

Since 2014, I have sailed at the Les Issambres Sailing club when I began stages with Optimist and have progressed to Hoby Cats.

Early in 2022 I purchased a 85 cc Motocross and have mastered some skills in enduro and track riding.

I love to read in English from Authors such as Jeremy Clarkson a very amusing Sunday Times writer.

My Father worked fro British Airways , so we had the opportunity to travel world wide prior to Covid but now hope to resume travel during the holidays.