



CORNELIUS E. YOUNG

Management Professional

CONTACT

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18601 Whitcomb Street
Detroit, MI 48235

CAREER PROFILE

A highly self-motivated professional with particularly strong time management and communications skills.

A natural leader who is also comfortable working independently or taking direction as a member of a team.

Solid problem analysis/solving skills with the capability to coordinate multiple/complex projects simultaneously.

Resourceful, dependable and able to effectively communicate ideas to others.

Maintain the highest standard of professionalism, performance and integrity at all times.

Perceptive, with the ability to listen and understand what is wanted and needed.

Possess a global outlook with keen attention to detail

Maintaining a motivational atmosphere in the workplace.

Tax Credit knowledge.

Noted among peers and supervisors for commitment to quality and desire to excel.

Good knowledge of accounting procedures.

Good knowledge of legal process.

PROFESSIONAL OBJECTIVE

Highly motivated and detail-oriented professional seeking a challenging position to utilize my skills and knowledge, while contributing to the success of the organization. Committed to providing high-quality results with minimal supervision, and continuously striving for improvement and growth.

HIGHLIGHTS OF QUALIFICATIONS

Management Know/edge am/ Experience: Highly knowledgeable of property management terminology. Strong oral and written communication skills developed through practical and post-secondary training.

Atzalsis, Judgment. Problem-Solving Abilities: Detail-oriented professional, with the aptitude to effectively exchange information and resolve complex issues. Well-developed organizational skills, including process coordination and multiple task management. Proven ability to conduct through computerized research. Tenacious and perform effectively under pressure.

Leadership and Interpersonal Skills: Strive to generate productive communications with clients, legal representatives, court officials, and colleagues. Demonstrated interpersonal abilities, with capacity to work effectively with people of diverse backgrounds. Successfully provide guidance and training to staff.

ORGANIZATIONAL ABILITIES

- Primary Point of contract for residents and prospective residents.
- Responsible for hiring, training and terminating of staff.
- Review all leasing/Move-in and move-out documents.
- Provide assistance to residents.
- Skilled problem solver.
- Strong leadership skills
- Ensure proper maintenance and preventative maintenance is being delivered.
- Keeping current on weekly, monthly and market survey reports.
- Maximizing the long-term operation performance of the property.
- Consistently up keeping a delinquency under monthly budget.
- Preserving the investment.
- Processing and approving applications.
- Strategic planning and scheduling.
- Coaches, teach, and train all staff on a systematic and regular basis.
- Inspecting real estate property
- Reviewing and maintaining tenant account histories.
- Assisting in the assimilation of new acquisitions.
- Maintaining upkeep of all occupied properties.
- Assisting renting tenants with homeowner opportunities.
- Collecting rent payments.
- Marketing.
- Maintain Portfolio budgeted NOI.
- Ability to communicate both verbal and written.
- Motivate and hold accountable



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COMPUTER SKILLS

Windows
Microsoft Word/Office
Excel
MRI
Yardi
Skyline
Rentroll
MPW
Onsite

AWARDS/CERTIFICATES

Apartments Association of Michigan
Leasing Consultant of the Year (2000)
Assisted Housing Manager
AHM (Quadel 2009)
Certified Apartment Manager
CAM (NAA 2013)
Real Estate Fundamentals Certificate
(Middleton 2013)
Real Estate License Michigan (2014)
Fair Housing Certificates
(1998 - 2019)
Michigan Notary Public (2013 - 2026)

PROFESSIONAL EXPERIENCE

COMMUNITY MANAGER

Renaissance Village Apartments | Detroit MI
(KMG Prestige, Farmington Hills, MI) 2011 - Present

COMMUNITY MANAGER

Premier Redford Manor North I South Apartments | Detroit MI.
(Premier Property Management Fenton, MI.) 2010 - 2011

COMMUNITY MANAGER

Midtown Square Apartments | Detroit MI
(Premier Property Management, Fenton, MI) 2008 - 2010

LEASING MANAGER

Oaks at Hampton Apartments | Rochester Hills, MI
(Associates Estates Realty, Richmond Heights, OH) 2007 - 2008

COMMUNITY MANAGER

Pasadena Apartments | Detroit MI
(PEM Real Estate Group Scottsdale, AZ) 2007 - 2007 (Sold)

COMMUNITY MANAGER

Woodlake Hills Apartments | Pontiac MI
(Lockwood Management, Birmingham Farms, MI) 2005 - 2007

PROPERTY MANAGER

Stanford Townhouses | Southfield MI
(Burton Share, Bingham Farms, MI) 2002 - 2005

ASSISTANT PROPERTY MANAGER

Citation Club Apartments | Farmington, MI
(Beztak Management, Farmington Hills, MI) 2000 - 2002

ASSISTANT LEASING MANAGER

Muirwood Apartments | Farmington, MI
(Beztak Management, Farmington Hills, MI) 1998 - 2000

PROPERTY ASSET MANAGER

Rimco Financial Company | Detroit, MI
1995 - 1998

REFERENCES

Excellent professional references available upon request.