

Kosina Turk

Sacramento, California | 916-514-2567 | Kosina.turkWE95@gmail.com

PROFESSIONAL SUMMARY

A versatile, reliable team player seeking a property management or leasing consultant role. Dedicated to exceptional customer service and resident satisfaction. A quick learner with a calm personality that is ready for a high level of responsibility.

KEY AREAS OF EXPERTISE

Work Production

- Demonstrated excellent time management, completing detailed tasks at a fast-paced assembly line
- Detail oriented individual who ensured all completed tasks meet quality standards
- Team player who synergized with 38 co-workers to complete assigned tasks

Customer Service

- Accurately managing payment transactions
- Delivered exceptional customer service and drove sales in high-volume retail settings
- Cross-trained in other areas of business to provide support as necessary
- Utilized conflict resolution skills to efficiently resolve customer complaints
- Provided excellent communication with customers and clients

Janitorial Services

- Thoroughly clean out empty housing units as needed
- Improve cleanliness and sanitation by helping to perform cleaning tasks

EDUCATION

Property Management Training through IREM Sacramento Valley Foundation
Real Estate Networking, Education, & Work (RENEW) Program 2024

WORK EXPERIENCE

Tesla	Assembly Line Worker	Fremont, CA	2020
Embassy Suites	Housekeeper	Seaside, CA	2019
McDonalds	Crew member	Pittsburg, CA	2018
Burger King	Crew member	Seaside, CA	2017
Walgreens	Team member	Seaside, CA	2016

VOLUNTEER EXPERIENCE

Bridges	Move-out Assistant	Sacramento, CA	2023-current
---------	--------------------	----------------	--------------