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# SUZIE BOWLER

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## FUTURE LEASING PROFESSIONAL

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Motivated administrative professional with 2.5 years experience in property management seeking a part-time (possibly full-time) position as an on-site manager for a property with 16-24 units or more.

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## SKILLS

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- Customer Service
- Time Management
- Problem Solving
- Effective Communication
- Buildium Software
- Dedicated Team Player

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## EXPERIENCE

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**ADMINISTRATIVE ASSISTANT**, 04/2023 - Current

**Braun Properties**

- Code and enter invoices into the system to be paid. Once checks are written, sort and mail them.
- Provide excellent customer service over phone and in person.
- Accurately create work orders and track to completion.
- Responsible for all filing and making sure tenants have renters insurance.
- Correspond effectively with tenants who do not comply and instruct them how to comply.
- Enter rent payments, collect and organize bids for special projects.

**LIFE COACH**, 04/2021 - 02/2022

**Corey Integrated Community Supports**

- Provided direct client mentoring in community group setting 1:5 ratio for young adult clients with developmental disabilities, with daily case noting.
- Assisted and followed up with each client in carrying out their personal, academic, and vocational goals.

**REGISTERED BEHAVIOR TECHNICIAN**, 02/2017 - 06/2020

**Learning Arts**

- Provided direct care in 1:1 setting to children with autism utilizing intensive teaching and natural environmental teaching.
- Followed prescribed behavioral skill acquisition and behavior reduction protocols while recording data.

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## EDUCATION

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**Vocational Certificate:** Residential Property Management, 09/2025

**IREM Sacramento Valley Foundation RENEW Residential Property Management Training Program**

**A.A.: GENERAL BUSINESS**, 05/1998

**American River College**