
SUZIE BOWLER

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♦ WWW: www.is58.org

FUTURE LEASING PROFESSIONAL

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.

SKILLS

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

EXPERIENCE

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.

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.

EDUCATION

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