

Michelle Gibson

5005 Winnowing Way

Ladson, SC, 29456

(678) 425-7418 - michelledart13@gmail.com

Education

Georgia College & State University BA in Fine Arts, December 2020

Currently completing a Bachelors in Fine Arts Student with a concentration in Studio Art. In addition to art history and studio art courses, I have taken business courses and completed German language classes through the intermediate level.

Employment

The Bellamy at Milledgeville September 2017 - April 2020

Leasing Consultant/Community Assistant

As Lead Community Assistant and Leasing Agent I: Met with prospective residents tour and lease. Assisted with the application and leasing process. Used sales tactics to increase the prospect pool for our property. Supported the Community Assistants with leasing and office duties. Input electricity data into spreadsheets. Monitored, managed, and updated office and event supplies. Record and obtained valid renter's insurance policies. Assisted management with office tasks. Acted as a liaison between Management and Community Assistants. Communicated with residents and parents on a daily basis to ensure a positive experience.

Professional Skills

Adobe Photoshop, Adobe Illustrator, Microsoft Office, Entrata

References

Brooke Barrett

Property Manager at The Bellamy, Milledgeville, GA

(979) 777-6969

bbarrett@peakcampus.com

Brad Burkhalter

Assistant Property Manager at Station at Five Points, Columbia, SC

(912) 237-9347

bburkhalter@peakcampus.com

Mary Beth Burton

Former Leasing Manager at The Bellamy, Milledgeville, GA

(770) 696-3043

