

Judith Pagano

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To Whom It May Concern:

With an impressive track record of success in diverse property management roles, I am now seeking an opportunity to deliver superior customer service, administrative excellence and revenue growth at your organization. Having acquired broadly applicable property management skills and consistently maximized value and minimized risks, I am confident I will quickly become a key asset to your group.

My ability to build and lead strong teams, manage multiple projects and cultivate positive relationships can provide your company with a distinct competitive advantage. A sample of my achievements includes:

- Skillfully managing daily operations for major properties (up to 670 units), continuously improving administrative workflow and coaching and mentoring office and maintenance crews.
- Leading major capital improvement projects, planning all aspects of initiatives and monitoring progress to ensure on-time delivery within budget.
- Leveraging extensive financial and business acumen to analyze and administer large budgets, mitigate owner risks, control inventories and generate revenue.
- Creating and implementing innovative strategies to drive communication and service improvements.

Although this letter and the enclosed résumé serve as an introduction to my skills and qualifications, I would welcome the opportunity to discuss the leadership I can offer your organization in greater detail.

Please feel free to contact me to schedule a meeting. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Judith Pagano

Judith Pagano

Enclosure