

Brianna Coleman

LEASING CONSULTANT

📍 Atlanta, GA
📞 (404) 555-0172
✉️ brianna.coleman@email.com
🌐 linkedin.com/in/briannacoleman

Certificates

Certified Apartment Leasing Professional (CALP)

National Apartment Association

04/2025

Skills

Customer Service • Sales
Yardi
Property Management Software
Fair Housing • Lease Renewals
Microsoft Office • Excel
Communication Skills
Attention to Detail

Summary

Leasing consultant with 2 years at a 280-unit Atlanta community and 2 years of retail sales before that. Closes about 14 leases a month, follows Fair Housing rules on every inquiry and works daily in Yardi property management software and Microsoft Office. Known for steady customer service and fast follow-up with prospects and residents.

Experience

Leasing Consultant

08/2024 - Present

Ponce Park Apartments

Atlanta, GA

Mid-rise community with 280 units and retail on the ground floor.

- Convert **32%** of tours to signed leases, averaging 14 new leases a month against a goal of 11.
- Conduct 10 to 15 property tours a week, matching floor plans and amenities to each prospect's needs.
- Secure lease renewals from 62% of expiring residents by starting outreach 90 days before lease end.
- Assemble lease packets and resident files in Yardi with attention to detail, passing 2 corporate audits.

Sales Associate

05/2022 - 07/2024

Buckhead Home Outfitters

Atlanta, GA

Home furnishings store with \$6M in annual sales.

- Generated \$410K in sales in 2023, ranking in the top 3 of 14 associates.
- Promoted store financing at checkout and added 120 new credit accounts in a year.
- Resolved delivery and return issues for about 30 customers a week by phone and email.
- Tracked special orders in Excel so that 95% arrived on the promised date.

Education

Associate of Arts

05/2022

Georgia State University Perimeter College

Decatur, GA

Business Administration