

# TYRONE BISHOP

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📍 Boston, MA

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## SKILLS

- Excel
- Yardi
- Microsoft Word
- PowerPoint
- Outlook
- Property Management Software
- Lease Administration
- Attention to Detail
- Organizational Skills
- Time Management

## CERTIFICATES

### Microsoft Office Specialist: Excel Associate

Microsoft • 04/2024

## SUMMARY

Property administrator with 2 years supporting a Boston property management team across 5 commercial buildings and 380 apartments. Handles lease files, invoices, certificates of insurance and tenant records in Yardi, and builds clean reports in Excel and PowerPoint. Organized, careful and self-motivated with a heavy daily workload and many deadlines.

## EXPERIENCE

### Property Administrator

Commonwealth Realty Management • Boston, MA

09/2024 - Present

Administrative support for 3 property managers at a mid-size Boston firm with commercial and residential buildings.

- Process about **350** vendor invoices a month in Yardi, coding each one to the approved budget line before payment.
- Handle lease administration for 46 commercial tenants and 380 apartments, with zero missing documents at last year's audit.
- Track certificates of insurance for 120 tenants and vendors, raising compliance from 72% to 98% in six months.
- Compile monthly owner report packages in Excel and PowerPoint for 5 buildings, delivered by the 10th of each month.

### Office Assistant

Fenway Residential Group • Boston, MA

01/2023 - 08/2024

Part-time office role at a 260-unit apartment management company while finishing college.

- Answered **40+** resident calls and Outlook emails a day and logged repairs in the property management software.
- Scanned and filed 2,000 lease documents into digital folders ahead of a software conversion.
- Drafted resident notices and renewal letters in Microsoft Word for the leasing manager's review.
- Updated the move-in and move-out calendar each week so maintenance could plan unit turns.

## EDUCATION

### Bachelor of Science in Business Administration

Suffolk University • Boston, MA • 05/2024

Management