

Gregory Nakamura

// Senior Property Manager

📍 Seattle, WA 📞 (206) 555-0137 ✉️ gregory.nakamura@email.com 💻 linkedin.com/in/gregorynakamura

> SUMMARY

Senior property manager with 8 years in Seattle-area multifamily housing, now managing 3 communities with 742 units and 14 staff. Experienced in Yardi, budgets and capital projects, with financial acumen that grew NOI 5.6% last year. Proactive with residents and owners, and strong in written and verbal communication.

> SKILLS

• Property Management • Yardi • Excel • Financial Acumen • Property Management Software • Customer Service
• Capital Projects • Written and Verbal Communication • Interpersonal Skills • Problem-Solving Skills

> EXPERIENCE

Senior Property Manager

02/2023 - Present

Puget Harbor Residential

Seattle, WA

Manage a 3-property portfolio for a Seattle-based real estate investment firm.

- Oversee 742 units and 14 site staff, keeping combined occupancy at **95%** through two competing lease-ups nearby.
- Build \$6.8M in annual budgets and monthly owner reports in Yardi and Excel, with NOI up 5.6% in 2025.
- Manage a \$1.9M exterior envelope project at one site, finishing on schedule and 4% under budget.
- Coach two property managers on renewals and collections, lifting the portfolio renewal rate from 51% to 58%.

Property Manager

04/2020 - 01/2023

Capitol Hill Commons

Seattle, WA

Ran a 286-unit mixed-use apartment community with ground-floor retail.

- Ensured every rent increase and lease notice met Seattle tenant rules, with zero violations in 3 years.
- Cut delinquency from 7.2% to **3.0%** by setting up payment plans and rental assistance applications.
- Reviewed vendor bids for turns, landscaping and fire systems, saving \$41K in the first year.

Assistant Property Manager

06/2018 - 03/2020

Bellevue Park Apartments

Bellevue, WA

Supported a 220-unit garden community.

- Processed rent, deposits and move-outs for **220** units in the property management software.
- Answered resident requests with prompt customer service, closing 90% of work orders within 72 hours.
- Organized lease files and renewal letters, preparing the site for 2 owner audits with no findings.

> EDUCATION

Bachelor of Arts in Business Administration

06/2018

University of Washington

Seattle, WA

Finance

> CERTIFICATES

Certified Apartment Manager (CAM)

05/2019

National Apartment Association

Certified Property Manager (CPM)

09/2024

Institute of Real Estate Management