

AJAYE THOMPSON

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Los Angeles, CA

PROFESSIONAL SUMMARY

Well-qualified real estate professional with proven success in meeting business objectives and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to reach company goals. Ready to leverage training and experience to take on new professional challenges!

EXPERIENCE

Leasing Consultant / Property Management

PM Staffing Agency | Los Angeles, CA | Jan 2023 – Present

- Give tours at properties ranging from 69 to 4,500 units, helping prospective tenants find the right leasing options.
- Handle tenant applications, prepare lease agreements, and maintain organized digital records.
- Monitor lease dates, renewals, and rent adjustments while assisting with occupancy and market trend reports.
- Work closely with property owners and on-site teams to ensure smooth move-ins, lease compliance, and unit readiness.

Advanced Medical Support Assistant

U.S. Veterans Health Administration (Remote) | Jul 2024 – Jan 2025

- Scheduled patient appointments and verified all pre-visit requirements were met.
- Served as a liaison between patients, healthcare providers, and external agencies to streamline care coordination.
- Maintained strict record-keeping in compliance with federal healthcare regulations.

Leasing Consultant

California Landmark Group | Los Feliz, CA | Dec 2023 – Jun 2024

- Managed leasing for a 120-unit community, conducting tours, reviewing applications, and finalizing leases.
- Ensured lease agreements complied with housing laws and company policies.
- Updated tenant records and lease milestones in internal systems, assisting with end-of-month reporting.

Assistant Property Manager

R Dove Properties | Los Angeles, CA | Feb 2021 – Dec 2022

- Oversaw leasing, rent processing, and resident records for a 120-unit property.
- Handled lease renewals, move-in/move-out inspections, and security deposit reconciliations.
- Acted as a point of contact for residents, vendors, and ownership to resolve issues and enforce policies.
- Tracked lease expirations and rent collections to maintain accurate records.

Universal Banker

California Bank & Trust | Los Angeles, CA | Jul 2019 – Jan 2021

- Assisted clients with opening accounts, processing transactions, and preparing loan documents.
- Maintained financial records in compliance with bank policies and federal regulations.
- Supported internal audits and reporting processes.

Bank Teller

JP Morgan Chase | Venice, CA | Feb 2017 – Jul 2019

- Processed customer transactions (deposits, withdrawals, account services) with accuracy and discretion.
- Followed daily audit procedures and adhered to financial compliance standards.
- Provided excellent customer service, resolving issues efficiently.

EDUCATION

Alexander Hamilton High School, Los Angeles, CA – *High School Diploma*
California State University Los Angeles, Los Angeles, CA - *B.A Business Marketing*

LICENSES

Real Estate Salesperson License - *State of California - License #02047400*
Notary Public Commission - *Los Angeles County, CA - Comm #2415189*

SOFTWARE EXPERIENCE

**Yardi Voyager/CRM/Site Manager, Nexus, Shopify, Dropbox, Windows & Mac,
Google Suite, Microsoft Office Suite, RentCafe, AppFolio, RentSpree, CAR Forms**

SOFT SKILLS

Written and Verbal Communication, Relationship Building, Negotiation, Problem Solving, Empathy, Organizational Expertise, Attention to Detail, Adaptability, Ethical Integrity, Time Management