



# ROCHELLE R. GONZALES

## CAREER OBJECTIVE

Real estate professional seeking a role in Property Management. Would like to utilize my skills and experience in lease administration, tenant relations & building operation by applying my knowledge of using market trends to grow occupancy rate, increase tenant retention and generate revenue.

## WORK EXPERIENCE

**May 2017- Present**

**CBC Land Mgmt., Inc. | Shaw. blvd., Mandaluyong City  
Leasing Officer and Admin staff**

Duties and Responsibilities:

- Coordinate with Real Estate Brokers and Agents
- Negotiating and enforcing leases
- Preparing Lease agreements
- Monitoring of Rental collection and Payment of Association dues and utilities expense
- Advertising properties available for lease on Social Media Platforms
- Resolving tenant concerns
- Monitoring of Building MEPF (FDAS, Cistern Tank, Booster Pump, STP)
- Monitoring of Building Maintenance in coordination with Housekeeping, Security Guards and Engineering department
- Coordinate with Building contractors
- Handles purchasing of all commercial, residential and office project
- Securing government permits for the operation of the building
- Transferring of Title and other legal documents

**April 2016-July 2016**

**Enviroclean Manpower Services | Paseo De Roxas, Makati City  
Marketing Assistant**

Duties and Responsibilities:

- Prepare proposals for Housekeeping and Staffing services
- Preparation contract and agreements
- Handle client concerns
- Attend client meetings and directly report to the owner
- Purchasing of housekeeping supplies

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📍 Block 4 Lot 95 Jade Residences,  
Malagasang I-D, Imus, Cavite

## EDUCATION

**Bachelor in Science in Business  
Administration - Major in Marketing  
Management (2017)**

Institute of Accounts, Business, and Finance  
Far Eastern University (FEU) City of Manila

## SUMMARY OF QUALIFICATIONS

- More than 5 years experience in the Real Estate Industry
- Handled several office, dormitory, commercial and residential properties in Metro Manila and Cavite
- Extensive knowledge in property maintenance and project supervision
- Good organizational skill, flexible and adaptable
- Career Driven
- Excellent leadership and communication skills
- Proficient in Property Management System and Microsoft Office

## REFERENCE(S)

Ms. Annabelle A. Ang  
Property Manager  
Jones Lang LaSalle  
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