

## Allison Mirabito

4039 Highland Ridge Road, Birmingham, AL 35242

205-586-5421

alispasky@msn.com

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### SUMMARY OF QUALIFICATIONS

Extensive marketing knowledge coupled with creative ideas for property management applications with a solid history of success. Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals. Productive and efficient work habits without supervision. Self-motivator with high energy.

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### PROFESSIONAL EXPERIENCE

A solid background in property management and event planning

Additional supervisory and training experience.

Licensed Realtor, State of Alabama

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### EMPLOYMENT HISTORY

**Commercial Lease Administrator/Property Manager** 2005-Present

*Watts Realty / Georgetown Gardens*

Manage 150 unit apartment complex in Hoover, AL

Developed a marketing program where none previously existed.

Managed Sales, service and maintenance personnel.

Responsible for marketing, rental contracts, occupancy and accounting.

Responsible for on-property events and event planning.

**Marketing** 2004-2005

*Realty South*

Responsible for all aspects of marketing for over 200 agents.

Coordinating and planning of Realtor events.

Responsible for all direct mailing of Realty South materials.

**Assistant Manager / Co-property manager** 2002-

2004

*Wood Gardens / Wood Springs*

Handled Accounting, leasing, rental contracts.

Managed Sales and Maintenance.

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### EDUCATION

**BA, Public Relations/Marketing** 1997-2001

Auburn University, Auburn, AL

Internship at B.A.S.S. Montgomery, AL Summer 2001

Project Uplift, Auburn University 1998-present

Proficient in: Microsoft Word, Power Point, Excel, Outlook, Jenark.

References available on request.