

CURTIS CANTRELL

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Professional Summary

Strong communicator with excellent organizational and time management skills. Efficiently manages multiple projects simultaneously while adhering to strict deadlines with a high degree of accuracy. Possesses excellent problem-solving skills and ability to think and act quickly to find creative solutions. Reliably and effectively supports business leaders and teams with strong organizational and communication skills. Demonstrates consistently positive attitude and commitment to produce high-quality work. Detail-oriented team player.

Skills

- Interpersonal Skills
- Data Analysis
- Problem Solving
- Staff Training
- Strong Communication
- Project Management
- Public Speaking
- Time Management
- Organizational Skills
- Event Planning
- Budget Management
- Team Leadership
- Financial Reporting
- Strategic Planning
- Decision Making
- Quality Assurance

Work History

Regional Assistant Project Manager/Superintendent

12/2022 to Current

Conrex Property Management – Augusta, GA

- Enhanced market performance by implementing new strategies and streamlining processes.
- Independently managed 800+ homes in multiple markets with remote oversight.
- Reduced operational costs with efficient budget management and resource allocation.
- Strengthened team collaboration through regular meetings, effective communication, and training sessions.
- Boosted customer satisfaction by addressing concerns promptly and reducing maintenance costs after move-in.
- Managed a diverse team of professionals, providing guidance, and mentoring, to support their career/business growth.
- Coordinated cross-functional teams to deliver seamless project execution within tight deadlines.
- Assisted Remote Regional Project manager in all aspects of business operations.
- On average managed a turnover rate of 35-40 homes/month.

Residential Inspector

05/2022 to 12/2022

Conrex Property Management – Augusta, GA

- Identified code violations and safety hazards, recommending corrective actions to homeowners and builders.
- Completed builder walk-thru inspections with builder on all new construction homes.
- Enhanced residential inspection accuracy by implementing detailed checklists and standardized procedures.
- Conducted comprehensive inspections of building systems, including structural components, electrical systems, plumbing, HVAC, and insulation.
- Assisted in training new inspectors on company policies, procedures, and best practices for conducting high-quality residential inspections.
- Maintained up-to-date knowledge of local building codes and regulations to ensure compliance in all inspections performed.

Market Support Tech

12/2021 to 05/2022

Conrex Property Management – Augusta, GA

- Assisted Market Director in completing inspections prior to tenant move-in, vacancy inspections, and final punch inspections.
- Responsible for oversight of lockbox inventory and retrieval of lockboxes after move in.
- Assisted in handling any move-in concerns/issues with residences to ensure satisfaction.
- Filled in as needed in court for eviction hearings.
- Ran errands for the market to include but not limited to; pickup/ordering of materials, on-site contractor verification, shipping of documents to corporate, etc.

Landscaper

05/2014 to 12/2018

Jody Smiley Landscaping – Hinesville, GA

- Enhanced customer satisfaction by providing high-quality landscaping services and maintaining clear communication throughout the project.
- Implemented efficient scheduling practices for timely completion of projects, resulting in increased client referrals.
- Performed seasonal maintenance tasks such as pruning, aeration, fertilization, and mulching to promote plant health and longevity.
- Maintained safe working environments by adhering to safety protocols and conducting regular equipment inspections.
- Managed inventory of tools, equipment, and materials to ensure proper allocation of resources for each project.
- Resolved client concerns promptly by addressing issues professionally and offering viable solutions.
- Maintained grounds by trimming, weeding, and general clean-up.

- Cut trees and shrubs to shape and maintain landscape.

Education

High School Diploma

Liberty County High School - Hinesville, GA