

MAJA REYES

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ABOUT ME

Experienced property management professional focused on improving efficiency and simplifying processes to help property managers save time and succeed, while supporting company growth.

EDUCATION

Philippine Women's University | 2015 - 2017

SKILLS

- **Strong Verbal & Written Communication**
- **Project Management and Data Analysis:**
GSuite, MS 365, MS Teams, MS Planner, Microsoft Excel, Trello, Airtable
- **Social Media Management:**
Canva, BoxBrownie, Tiktok, Facebook, Instagram, Postplanner, Dropbox, Pinterest, Zoho Social, Capcut
- **Property Management:**
PropertyMe, Property Tree, Tapi, IRE, Inspect Express, Realworks, DocuSign, iDashboard, RP Data, Airtasker, REA
- **Guest Experience Management:**
Airbnb, Lodgify, Booking.com, VRBO, Veriff, Zoho One, Zoho Vault, Groundwire VoIP, 3CX, Text Magic, Tapo, Deputy Roster
- **Email and Calendar Management:**
Outlook, Gmail, Notion, Thunderbird, Google Calendar, Infinity



WORK EXPERIENCE

Property Management Support

Flourish Homes Pty Ltd | June 2022 - Jan 2025

- Landlord and tenant relations including paperwork and scheduling appointments, maintenance coordination and financial management.

Guest Experience Manager

Smart Suites Pty Ltd | March 2024 - Sept 2024

- Proficiency in property management software; Airbnb platform.
- Experience in hospitality and problem-solving.

Property Management Assistant

Beautique Realty | June 2021 - June 2022

- Supports management in daily operation, ensuring efficiency to residential or commercial management. Includes admin tasks and maintenance coordination.

Social Media Moderator

Majorel Clark | March 2020 - June 2021

- Review and monitor user generated content for adherence to community guidelines.

Email Support Representative

TaskUs Clark | Oct 2018 - Jan 2020

- Responding promptly to customer emails, providing clear and accurate solutions.