

Elenora Moore

Landlord/Investor

614-519-2195

Elenoramooore10@gmail.com

Columbus, OH

Professional Summary

I am an enthusiastic owner of a business with twenty plus years of experience in Operations management, estimation, daily operations and overseeing an owner operated business. Demonstrating some success in the real estate industry, land lording and property management. Currently managing, owning, and co-managing 30 rental properties in Columbus, Ohio, and Trustee of two managed 2 family brownstones in Brooklyn, NY.

Education

Master of Science: MSN
OSU- Columbus, Ohio

Key Skills

- Project and staff management
 - Contract Negotiation
 - Marketing and advertising
 - Financial budgeting and reporting
 - Staff management
 - Creative problem solving and critical thinking
 - Good listening skills
 - Communication
 - Problem-solving
 - Preventive and repair maintenance knowledge
 - Landscape Maintenance
 - Property tours and inspections
 - Customer-service focused
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Work History

Landlord/Real Estate Investor, 01/1997-Current

Self Employed- Columbus, Ohio

- Established cash flow and gains and increased margins
 - Overseeing full operations from landlord to investor
 - Tenant pre-qualification, screening (background checks/credit checks)
 - Property management
 - Total house renovations to small projects
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