

Ashleigh Burton

Remote Property Manager

I am a pragmatic remote property manager and assistant that is well-known for being a hands-on dynamo and having boundless energy to fulfill various tasks. Detailed, constantly aiming to do the best, and a true team player; I am always pursuing work where hard work and dedication will be highly valued.



WORKING STYLE

Skills and Experience

Technical skills & Software tools

- MS Office & Google Workspace
- Zoho
- Eworks Planner
- Click
- Asana & ClickUp
- Circle Loop
- Fixflow
- Beehive
- Breath HR
- Xero
- Instagram & TikTok
- ChatGPT

Professional skills

- Property Management & Administration
- General Administration & Organisation
- Project Management
- Email & Diary Management
- Event Planning
- Documents & Scheduling

Industry Experience

- Property & Real Estate
- Administration & Support Services
- Art & Design
- Charities & Social Services
- Finance
- Furniture & Interiors

Work Experience

Remote Property Manager

Outsourcery
Jan 2022 - Current

Property Management - Supports property management professionals with daily operations, tenant relations, and financial tasks using Xero. Experienced in organising systems, managing pre-course logistics, and fostering a cohesive tenant-team environment. Proficient in project and task management with a focus on operational efficiency.

Project management.

I played a pivotal role in the operations of the pre-course team at a courses and training company in the UK. My responsibilities included assisting in managing pre-course setup, coordinating logistics, and ensuring all necessary materials and resources were in place for a seamless training experience. My proactive approach, strong organisational skills, and ability to quickly adapt allowed me to effectively support and lead various aspects of the pre-course operations.

I have been instrumental in assisting my client, a property management professional, with managing daily operational stresses. By providing support and maintaining clear communication, I've helped to streamline processes and alleviate workload pressures. I have built strong, trusting relationships with both tenants and team members, ensuring a positive and collaborative environment. This approach not only enhances tenant satisfaction but also fosters a cohesive and efficient team dynamic, allowing us to respond swiftly to issues and maintain high standards in property management.

In multiple roles with my smaller clients in the past, I have helped set up a general organisational system that suits them best.

Email & Diary management.

Basic bookkeeping on Xero.

Scheduling meetings and courses.

Creating presentations on PowerPoint.

Assistance with software development.

Task Management.

Administration and Social Media Assistant

Elevate Studios
Feb 2021 - Jan 2022

Scheduling social media posts.

Monthly reporting.

Social media engagement.

Researching.

Google My Business management.

General administration.

Intern

Hillsong Church
Feb 2019 - Dec 2020

Leadership.

Administration & Event Planning.

Task accomplishment.

Assistant

Van Zyl Accounting
Mar 2017 - Jan 2019

Bookkeeping & Admin duties (phone duties, filing & data capturing).

Education & Certifications



Certificate in CRM: Customer Relationship Management

Udemy



GED High School Diploma

Boston College