Haley Galloway

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## EDUCATION

**Clemson University | College of Business and Behavioral Science Clemson, SC**

*Bachelor of Science in Psychology Received August 2014 Minor in Communications*

**WORK EXPERIENCE**

# Flournoy Properties - 35 Folly Charleston, SC

# *Assistant Community Manager August 2020 – Present*

# Maintain under 1% resident delinquency consistently every month through routine communication with residents.

# Plan, execute, and attend various community resident events while keeping to assigned budgets.

# Consistently have high renewal rates year after year.

# Responsible for collecting and accurately posting all rent, monthly closeout reporting, providing guidance to leasing professionals, inspecting apartments after moveout, and keeping track of all notice to vacate/renewals.

*Leasing Specialist January 2016 – August 2020*

* Communicated with potential residents through electronic and telephone correspondence.
* Developed marketing strategies including digital, print advertising, and marketing events.
* Continually met and exceeded goals in a fast-paced, high-pressure sales environment.
* Performed administrative duties such as rent collection, market research, placed work orders for residents.
* Addressed, investigated, and resolved tenant complaints and documented action taken.
* Coordinated move-ins, move-outs, and tenant requests to maintain maximum tenant satisfaction.
* Planned weekly and seasonal community activities and events.
* Ran and created content for property social media accounts including Facebook and Instagram.

# LEADERSHIP AND CLUB EXPERIENCE

*Committee Chair Flournoy Helping Hands January 2016 - Present*

* Hosted blood drives with the red cross.
* Collected over 500 outfits for the dress for success clothing drive.
* Partnered with Hallie Hill Animal Sanctuary to volunteer with the pets and donated needed pet items.
* Hosted silent auctions in benefit of The American Cancer Society.

*Alpha Phi Sorority* *Spring 2011- Spring 2014*

* Philanthropy Committee Member. Helped raise money each year for cardiac research.
* Judicial Board Member. Reviewed conduct cases and when appropriate imposed sanctions.
* Managed community service events for 100+ members.

*Island Heights Yacht Club May 2009- Present*

* Social Committee Member. Plan and execute events.