



MIA DAVIS

PROPERTY MANAGEMENT TRAINING & ADVANCEMENT

QUALIFICATIONS

- QLD Real Estate Certificate (expires 20/07/2027)
- Diploma of Property Services completed 2014
- Diploma in Interior Design (Commercial Art) - 2014
- Manual Open Drivers' License since 1991
- Cert IV Training & Advancement (2024)

PROFILE

As a seasoned professional working in the building & real estate industries for over 25 years, I have a deep understanding of how to manage property portfolio tasks and responsibilities effectively and efficiently to provide exceptional productivity, service and client satisfaction.

I provide dedicated training and advancement for one on one or small junior entry groups. A niche service to enhance entry level staff performance to Senior Property Manager level within 12 months, inclusive of ongoing support.

CONTACT

PHONE:

0401 211 600

EMAIL:

mdcreativepm@gmail.com

WEBSITE:

propertymanagementandtraining.com.au

HOBBIES

Gym
Motorcycle Riding
Interior Styling
Fire Twirling
Writing

REFERENCES

Sophia Allen – Previous Place Annerley HOD
Principal GTR Realty
PH: 0414 172 900

Nick Bekker – Place Annerley
Principal 2009 - 2022
PH: 0421 461 520

WORK EXPERIENCE

Property Management Training & Advancement Commenced September 2024 – Ongoing

- Contract Property Management Client Support Services
- Process Development & Training Presentations
- New staff Training & Advancement Programs
- QLD Rental Reform Webinar Training

PLACE ANNERLEY Team Leader & Senior Property Manager October 2017 – September 2024

- Team Leader overseeing 350+ properties supporting five staff
- Onboarding 15-20 New Managements per Quarter
- Team building & training focusing on process development
- Excellence Award in Property Management for Jan-Mar 2023

LJ HOOKER MT GRAVATT Business Development & Property Manager Aug 2014 – Oct 2017

- Where my career in real estate commenced
- Promoted to Business Development Manager Nov 2016 – 2017
- Managed 180+ properties, acquiring 87 new business in 8 months

MIADAVIS DESIGNS Self Employed Sept 1996 – July 2016

- Managed various renovation projects building/landscaping
- Created visual displays for Open Homes preparing for Sale
- Participated in 2004 Hot House Project televised on Channel 10

SKILLS

- Real Estate Team Leader/Head of Department
- Client Relationship Manager & Lead Generation
- Staff Training & Process Development
- Conflict Negotiation & Property Law
- Marketing & Content Creation
- Contract Negotiation & Market Analysis
- Detail Orientated with effective Time Management
- Exceptional Customer Service & Networking
- Vendor Management & Negotiation
- Property Styling & Colour Consultant