



# MIA DAVIS

## PROPERTY MANAGEMENT SUPPORT & TRAINING

### QUALIFICATIONS

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- 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:

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EMAIL:

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WEBSITE:

[Propertymanagementsupportandtraining.com.au](http://Propertymanagementsupportandtraining.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

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#### **Property Management Support & Training** **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

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- 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