

Nicole Solomon, CAM

Available to relocate nationwide

Parkville, MD

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+1 410 409 2750

Results-driven professional with a strong motivation to achieve objectives efficiently. Proven ability to troubleshoot and excel with minimal supervision, demonstrating initiative, good judgment, and thriving in high-pressure environments.

Work Experience

Real Property Supervisor

Maryland State Highway Administration - Baltimore, MD

October 2023 to Present

Supervise a team of 7 real property specialists and collaborate closely with the Chief Administrator on special projects. Proficient in completing RW-57 form regarding Prior Rights for various agencies, ensuring compliance and accuracy. Managed records for deeds and plays within the State Highway Administration, showcasing attention to detail. I spearheaded the compilation of a relocation class, enhancing departmental knowledge and skills. Ensured efficient completion of research requests and provided valuable assistance to customers by interpreting plats and plans for right-of-way information.

Community Manager

Continental Realty Corporation - Parkville, MD

September 2021 to July 2023

Successfully oversaw and managed operations for a 600-unit Real Estate Investment, showcasing excellent motivational and planning skills. Demonstrated strong communication abilities, building and leading winning teams that consistently exceeded objectives. Proven track record in promoting ideas, negotiating contracts, and agreements to drive successful outcomes. Played a pivotal role in training and supervising a large team, fostering a professional and high-performing work environment.

Licensed Real Estate Agent/Property Manager

Long and Foster Real Estate - Timonium, MD

February 2021 to July 2021

Manage property conditions of new and existing accounts for 78 residential/commercial properties, including the required maintenance and upkeep of the properties. Maintains property files on App Folio, approves or disapproves all applicants on management properties after obtaining credit reports and thorough application screening, including owner consultation. Prepare all management agreements and leases as well as enforce them. Monitor unpaid rents and assures delinquency notices (copies to owners) are personally served. Initiates legal actions in a timely manner as needed. Communicate with owners regarding vacancies, leasing activity, applications, new tenants, lease renewals, and property legal matters such as HOA, condo, or formal complaints.

Regional Director of Sales and Marketing

A&G Management - Glen Burnie, MD

June 2017 to October 2020

Responsible for overseeing 1700 units with the focus on providing reliable leadership, positive recognition, motivation, and direction for the Management and Leasing team and analyzing marketing trends and strategies needed to market and develop based on the analysis. Ensure all properties are operating under all applicable policies, procedures, and programs. Responsible for assisting with various reporting for each property. Also, assist with any bank inspections or due diligence process.

Property Manager

Continental Realty Corporation - Baltimore, MD

September 2016 to June 2017

Responsible for overseeing and managing the overall operations of a multi-site Real Estate Investment. Excellent motivational, planning and communications skills, with proven results in building winning teams that exceed objectives. Promote ideas, negotiate contracts and agreements, trained and supervised a team of 8 people. Outstanding ability to solve problems under high-pressure conditions in a professional and concerned manner.

Property Manager

Quest Management Group, Inc - Baltimore, MD

June 2015 to September 2016

Manage and oversee a 244 multi-site Real Estate Investment. Ensure the property maintains a 95% occupancy and 5% delinquency. Train and hire new staff. Prepare and submit a budget request for improvements for two communities. Assist with the due diligence process—post rent payments and deposits. Send delinquency letters and initiate the eviction process promptly. Ensure the property is operating under all applicable policies, procedures, and programs.

Property Manager

A&G Management Company, Inc - Rosedale, MD

October 2004 to June 2015

Manage and oversee a 222 Real Estate Investment. Ensure the property maintains a 95% occupancy. Train and hire new staff. Market the property by visiting local area stores, hospitals, schools, and businesses. Conduct monthly property inspections. Handle and address resident concerns. 2012 "Manager of the Year" recipient.

Education

Bachelor's in Business Administration

Walden University - Baltimore, MD

April 2018 to February 2020

Associates Degree in Business Administration

Baltimore City Community College - Baltimore, MD

1999 to 2001

Skills

- Property Management

- Negotiation
- Budgeting
- Contract Negotiation
- CRM Software
- Outside Sales
- Management
- Marketing Strategy (3 years) Links <http://linkedin.com/in/nicole-solomon-cam-1024>
- Yardi
- Section 8
- Property leasing
- Administrative experience

Certifications and Licenses

Certified Apartment Manager

May 2015 to Present

Real Estate License

January 2021 to January 2025

Assessments

Outside sales — Proficient

December 2020

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Sales skills — Proficient

December 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.