SCHKEIA BOLDEN

PROPERTY MANAGEMENT & RENTAL OPERATIONS | LEASING

Metro Atlanta, GA | 404-692-2423 | schkeiabolden@gmail.com | Active Georgia Real Estate License

PROFESSIONAL SUMMARY

Property management and real estate professional with 12+ years of experience, including seven years supporting a 350+ single-family rental portfolio. Experienced in leasing, resident relations, applications, vacancy and turnover coordination, rental lead qualification, property operations, maintenance and vendor coordination.

CORE QUALIFICATIONS

Property Management • Single-Family Rentals • Leasing & Applications • Resident Relations • Rental Lead Qualification • Vacancy & Turnover Coordination • Move-Ins & Move-Outs • Maintenance & Vendor Coordination • Rental Marketing & Showings

PROFESSIONAL EXPERIENCE

RENT SOUTH ATL | Licensed Real Estate Agent | Rental & Leasing Services | 2026-Present

- Help Metro Atlanta renters identify rental options, review qualifications, coordinate tours and navigate applications and leasing next steps.
- Generate and manage renter leads through digital marketing, referrals and rental-listing platforms while researching current inventory, pricing and community requirements.

PRIVATE REAL ESTATE INVESTMENT & DEVELOPMENT COMPANY | Property Operations Manager | Mar 2025-Jul 2026

- Managed operational follow-through for vacant, renovated and furnished rental properties.
- Coordinated contractors, maintenance, property access, turnover needs and vendor follow-through while keeping ownership updated on open items and next steps.

PRIVATE PROPERTY OWNERS - FULTON COUNTY, GA | Airbnb & Furnished Rental Manager | Oct 2023-Present

- Manage listings, pricing, availability, guest communication, reservations, turnovers, vendors and owner reporting for furnished rentals.

EW REAL ESTATE SERVICES, LLC / WYND REALTY GEORGIA | Licensed Georgia Real Estate Agent | Sep 2014-Present

- Guide buyers, sellers, investors, landlords and renters through showings, applications, negotiations, documentation and transaction deadlines.

EW CAPITAL MANAGEMENT, LLC / BLUEBOX PROPERTY MANAGEMENT, LLC | Property Manager | Oct 2013-Oct 2020

- Supported daily management of 350+ single-family rental homes, including resident communication, rent collection, leasing, applications, move-ins and move-outs.
- Managed vacancy and turnover follow-up, maintenance coordination, resident concerns and communication among owners, residents, leasing staff and vendors.

LICENSURE & EDUCATION

Active Georgia Real Estate Salesperson License | Georgia Notary Public

Bachelor of Arts, Mass Communications - Alabama State University