

# HOLLY KIGHT

hkight77@yahoo.com | 602-471-9886 | Phoenix, AZ

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## SUMMARY

Experienced real estate and property management professional with over 20 years of expertise in real estate sales, condominium conversions, and multi-site management. Proven track record in coaching executives, leveraging statistical analysis for growth, and managing financial operations, including budgeting and forecasting. Versatile leader with skills in multi-departmental support, recruiting, and managing properties across all grades. Expertise in due diligence, creating executive summaries, and delivering ROI projections for asset management and investor relations.

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## WORK EXPERIENCE

### Training Manager, Western Wealth Communities

Nov 2021 - Present

- Served as a utility player, supporting multiple departments and enhancing community performance.
- Trained executives across platforms, delivering reports and insights for marketing, executive, and investor decision-making.
- Identified key improvement areas, driving onsite and leadership success.
- Developed and led training programs for all staff levels, ensuring LMS participation and alignment with organizational goals.
- Managed the LMS and oversaw the onboarding of RealPage products (AIRM, G5, DemandX)

### Project Manager, Western Wealth

Sept 2020 - Dec 2021

- Led key client projects from start to finish, ensuring on-time, on-budget delivery within scope.
- Managed all project phases, from setting deadlines and assigning tasks to monitoring progress and reporting to upper management.
- Developed and presented detailed status reports, highlighting milestones, risks, and actionable insights.
- Supported capital improvement projects by implementing plans and policies that enhanced quality and excellence.
- Provided budgeting, scheduling, and quality control support across project management activities.
- Trained incoming Project Managers and Directors to ensure consistency with company standards.
- Researched and estimated costs for facilities projects, using industry knowledge to create accurate financial projections.
- Collaborated with stakeholders to refine budgets, ensuring financial viability and alignment with project goals.

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## KEY SKILLS

- Training & Development / Performance Improvement
- Project Management
- Operations Management
- Financial Analysis & Budgeting
- Deliverables Management
- KPI Analysis & Optimization
- Compliance & Legal Expertise
- Strategic Planning & Execution
- Team Leadership & Collaboration
- CRM Management & Optimization
- Data Analysis & Reporting
- Product Management