

REBECCA STEPHEN

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PROPERTY OPERATIONS | MARKETING | EVENTS | BUSINESS LEADERSHIP

PROFILE

Property management professional and business co-owner with 6+ years of experience turning day-to-day details into stronger communities, clearer communication, and dependable execution. Brings hands-on knowledge of leasing, resident relations, collections, marketing, event production, local partnerships, project scheduling, and client coordination. Trusted to take ownership, solve problems early, and follow work through to completion.

41% - 91%	RESIDENT EXPERIENCE	PROJECT DELIVERY
Occupancy growth supported through leasing, marketing, and follow-up.	Campaigns, events, and partnerships designed around the community.	Schedules, people, and expectations kept aligned from start to finish.

EXPERIENCE

Assistant Property Manager

Current

GREYSTAR | COTTAGES AT RIDGEFIELD | CONWAY, SC

- Keep leasing, collections, reporting, resident concerns, vendor needs, and team communication moving across daily property operations.
- Plan resident events, open houses, prospect outreach, and community campaigns across email, social media, print, and in-person experiences.
- Build relationships with local businesses and preferred employers to create resident benefits, referral opportunities, and stronger community visibility.
- Handle service recovery and time-sensitive resident communication with a calm, practical approach that protects both the resident experience and property standards.

Co-Owner | Operations, Projects & Business Development

Current

MARCO-MINIMAL CONSTRUCTION / CONCRETE & MASONRY

- Coordinate projects, employee and subcontractor schedules, job timelines, client communication, and internal workflow across multiple construction trades.
- Act as the bridge between clients, company leadership, contractors, and field crews - clarifying expectations, addressing issues, and keeping work from stalling.
- Track progress, quality expectations, and open items so projects are completed correctly and on schedule.
- Lead brand positioning, website and portfolio development, contractor outreach, proposal follow-up, client onboarding, and vendor opportunities.

EXPERIENCE - CONTINUED

Business / Assistant Property Manager

2022 - 2026

RK PROPERTIES | MYRTLE BEACH, SC

- Managed tours, applications, resident files, collections, delinquency follow-up, resident concerns, and daily office priorities.
- Coordinated vendors, maintenance work orders, make-readies, marketing, and community events; led operations in the Property Manager's absence.

EARLIER EXPERIENCE

Leasing Manager

2020 - 2022

CALIBER LIVING | CONWAY, SC

- Helped increase occupancy from 41% to 91% through leasing leadership, prospect follow-up, resident service, marketing, and outreach.
- Negotiated and finalized leases, managed social media initiatives, coordinated events, and stepped into additional leadership responsibilities when needed.

Planner, Server & Decorating Staff

2018 - 2020

MAKING MEMORIES EVENT PLANNING | ANDERSON, SC

- Supported the planning, setup, decorating, and execution of large events while adapting quickly to last-minute changes and protecting the client's vision.

EDUCATION & CREDENTIALS

Bachelor of Arts

Culinary Arts & Management

Bachelor of Fine Arts

Studio Art | Coastal Carolina University

Bachelor of Arts

Psychology | Coastal Carolina University

South Carolina Property Manager

Fair Housing & Applicable Laws Training

CORE STRENGTHS

Property operations	Leasing & resident relations	Collections & reporting
Marketing & brand strategy	Event planning	Local partnerships
Project coordination	Employee scheduling	Client & crew communication
Timeline management	Quality follow-through	Business development

LEADERSHIP STYLE

Organized without being rigid. Creative without losing sight of the goal. Rebecca is at her best where service, operations, and communication meet - bringing structure to moving parts, making people feel heard, and ensuring the details are carried through.