

Dorianna Moreno

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PROFESSIONAL SUMMARY

Detail-oriented property management and project coordination professional with 3+ years of experience in document control, quality assurance, data review, and cross-functional coordination. Proven ability to manage competing priorities, resolve workflow bottlenecks, maintain accurate records, and communicate effectively with internal teams, vendors, and clients. Currently completing a Project Management Program through the University of South Florida, with the goal of advancing into a Project Manager role and contributing to the successful planning, coordination, and execution of projects.

PROFESSIONAL EXPERIENCE

Lease-Up Leasing Professional

December 2024 - Present

RANGEWATER RESIDENTIAL | DAVENPORT, FL

- Coordinate daily operational activities and project-related workflows across leadership, maintenance teams, vendors, and other stakeholders.
- Review applications, lease documents, inspection records, and onboarding materials for accuracy, completeness, and compliance.
- Track open items, deadlines, and operational priorities to support timely unit preparation and resident move-ins.
- Prepare weekly performance and operational reports using Excel, giving leadership visibility into trends, priorities, and outstanding deliverables.
- Identify workflow bottlenecks and coordinate with internal and external teams to resolve issues efficiently.
- Maintain organized digital records and communicate project updates, requirements, and deadlines to stakeholders.

Lease-Up Leasing Professional

August 2023 - December 2024

ZRS MANAGEMENT | DAVENPORT, FL

- Reviewed and processed applications, renewals, lease documents, and resident onboarding records while maintaining accurate CRM data.
- Coordinated updates and deliverables between management, maintenance teams, vendors, applicants, and residents.
- Managed document-control processes and tracked outstanding action items, reducing review-cycle bottlenecks through organized workflows.
- Resolved resident concerns and escalations by documenting requirements and coordinating client-ready solutions with internal teams.
- Reviewed weekly tracking reports to give management visibility into priorities and outstanding deliverables.

Lease-Up Professional

September 2022 - August 2023

MIDDLEBURG COMMUNITIES | DAVENPORT, FL

- Processed administrative workflows and property management documentation, ensuring accurate tracking of applications and resident onboarding.
- Maintained high-quality CRM records and project documentation, performing regular data review to support consistent execution and team visibility.
- Coordinated communications and marketing materials across local partnerships to support community outreach initiatives.
- Resolved workflow inconsistencies by following quality-assurance procedures and escalating missing information to the appropriate stakeholders.
- Organized multiple priorities and deadlines while maintaining accurate records and consistent communication for daily operations.

EDUCATION

Project Management Program

Present

University of South Florida (USF)

CORE SKILLS

Project Coordination & Quality: Project Coordination, Task Tracking, Quality Assurance, Data Review, Document Control, Process Improvement, Status Reporting

Software: Microsoft Office, Advanced Excel, CRM Database Management, RealPage / OneSite

Property Management Operations: Lease Administration, Applicant Screening, Resident Onboarding, Compliance Documentation, Operational Reporting, Vendor Coordination

Communication & Languages: Stakeholder Communication, Cross-Functional Coordination, Issue Resolution, Team Support; bilingual English and Spanish