

Nate Bautista

Based in San Francisco Bay Area

415-987-9263 · nateziehn@gmail.com · www.linkedin.com/in/natebautista/

EDUCATION

San Francisco State University

Aug 2019 - Aug 2023

Visual Communication Design Major

PROFESSIONAL EXPERIENCE

Parkmerced | Resident Services Agent

May 2024 - Present

- Coordinate high-volume communication between residents, maintenance teams, and external vendors ~ ensuring timely responses and follow-through on service requests.
- Manage scheduling of move-in/move-out appointments, inspections, and community room reservations, maintaining accuracy and excellent customer experience.
- Handle sensitive resident data using Yardi, demonstrating discretion and attention to detail.
- Draft and manage documentation, policy notices, and internal reports, supporting operational transparency and compliance.
- Act as a liaison between residents and cross-functional teams, advocating for resident needs and elevating complex issues when needed.
- Trained new team members on internal communication protocols and Yardi use.

Compass Real Estate | Administrative Assistant

Oct 2023 - Mar 2024

- Scheduled showings, inspections, and closings for multiple properties; maintained calendars and ensured alignment across agents, clients, and vendors.
- Drafted and edited marketing materials and listing content.
- Created and maintained client databases and contact logs, supporting follow-up efforts and pipeline visibility.

San Francisco State University | Summer Conference Coordinator

May 2023 - Aug 2023

- Managed scheduling and logistics for summer housing groups of over 1,000+, ensuring smooth check-ins, room assignments, and guest support.
 - Acted as main point of contact for clients, resolving issues quickly and coordinating across departments to meet guest needs.
 - Maintained accurate records and collaborated with internal teams to streamline operations and improve service efficiency.
-

CERTIFICATIONS

Foundations of User Experience Design

Google Coursera | Issued Sep 2023

Credential ID: WCNTLHKWWE25

Foundations of Project Management

Google Coursera | Issued Mar 2023

Credential ID: P7NCNGR6RXWL

TECHNICAL SKILLS

Software

Google Suite, ChatGPT Adobe Suite, Canva, Figma, Asana, Notion, Microsoft Suite, Box, Docusign, CRM (Yardi), Trello,

Soft Skills

User Empathy, Problem Solving, Time Management, Task Prioritizing, Clear Communication, Calendar Management