



MICHAEL ANDERSON

Senior Building Manager

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SUMMARY

Dynamic Building Manager with over a decade of experience in overseeing the operations of residential and commercial properties. Expertise in developing and implementing effective maintenance programs, optimizing tenant satisfaction, and ensuring compliance with safety regulations. Demonstrated ability to lead cross-functional teams, manage budgets, and negotiate contracts with service providers. Proven track record in enhancing property value through strategic upgrades and efficient resource management.

WORK EXPERIENCE

Senior Building Manager Urban Realty Group

Jan 2023 - Present

- Directed daily operations for a portfolio of over 15 residential properties, enhancing tenant retention by 20%.
- Implemented a comprehensive maintenance tracking system, reducing response time to tenant requests by 30%.
- Led a team of 10 maintenance staff, conducting regular performance evaluations and training sessions.
- Managed annual budget of \$2 million, achieving a 10% reduction in operating costs through strategic vendor negotiations.
- Developed and enforced safety protocols, resulting in a 50% decrease in workplace incidents.
- Coordinated property renovations that increased overall property value by 25%.

Building Operations Coordinator Greenfield Properties

Jan 2020 - Dec 2022

- Assisted in managing the operations of 10 commercial buildings, ensuring compliance with local regulations.
 - Facilitated tenant communications, addressing concerns and improving satisfaction rates by 15%.
 - Coordinated maintenance schedules and inspections, enhancing operational efficiency.
 - Collaborated with contractors for renovation projects, ensuring timely completion within budget constraints.
 - Prepared monthly financial reports, providing insights into operational expenditures.
 - Implemented energy-saving initiatives, reducing utility costs by 12%.
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EDUCATION

Bachelor of Science in Property Management, University of California, 2010

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Property management, Budget management, Team leadership, Vendor negotiation, Safety compliance, Maintenance coordination
- **Awards/Activities:** Awarded 'Best Property Management Team' by National Property Association in 2021.
- **Awards/Activities:** Recognized for achieving 95% tenant satisfaction rating in annual survey.
- **Awards/Activities:** Successfully reduced operational costs by \$250,000 over three years.
- **Languages:** English, Spanish, French