

MICHAEL ANDERSON

Senior Commercial Property Manager

- San Francisco, CA
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Driven and accomplished Commercial Property Manager with over a decade of robust experience in optimizing property performance and enhancing tenant satisfaction. Demonstrated proficiency in overseeing diverse portfolios, including retail, office, and industrial properties, while ensuring compliance with relevant regulations and standards. Expertise in financial management, including budgeting, forecasting, and financial reporting, enables the delivery of sustained profitability.

WORK EXPERIENCE

Senior Commercial Property Manager | Urban Realty Group

Jan 2022 – Present

- Directed the management of a 1.5 million square foot commercial portfolio, ensuring optimal occupancy levels.
- Implemented cost-saving strategies that resulted in a 20% reduction in operational expenses over three years.
- Fostered tenant relationships through proactive communication and regular feedback sessions to enhance satisfaction.
- Oversaw capital improvement projects, coordinating with contractors to ensure timely and budget-compliant completion.
- Conducted market analysis to inform pricing strategies and improve lease negotiations.
- Developed and implemented comprehensive emergency preparedness plans to safeguard properties and tenants.

Commercial Property Manager | Metro Property Solutions

Jul 2019 – Dec 2021

- Managed a diverse portfolio of mixed-use properties, enhancing tenant engagement through community-focused initiatives.
- Executed lease agreements and renewals, achieving a 95% lease retention rate over five years.
- Performed regular property inspections to ensure adherence to safety and maintenance standards.
- Utilized property management software to streamline operations and improve reporting accuracy.
- Collaborated with marketing teams to develop promotional strategies that increased foot traffic by 15%.
- Negotiated service contracts with vendors, achieving a 10% reduction in maintenance costs.

SKILLS

property management financial analysis tenant relations budget management lease negotiations
strategic planning

EDUCATION

Bachelor of Science in Business Administration

Berkeley

University of California

ACHIEVEMENTS

- Achieved recognition as 'Property Manager of the Year' by the National Association of Real Estate Managers in 2020.
- Increased property occupancy from 85% to 98% within two years through targeted marketing initiatives.
- Successfully managed a \$5 million capital improvement project that enhanced property aesthetics and functionality.

LANGUAGES

English Spanish French