



Michael ANDERSON

SENIOR PROPERTY MANAGER

Seasoned Estate Manager with a comprehensive understanding of the complexities involved in managing upscale residential properties. Demonstrates an unwavering commitment to enhancing property value through strategic operational management and exceptional service delivery. Expertise includes budget management, vendor coordination, and compliance adherence, with a proven track record of achieving operational excellence. Possesses strong negotiation skills and the ability to build effective working relationships with diverse stakeholders.

CONTACT

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SKILLS

- Operational Management
- Budgeting
- Vendor Coordination
- Compliance
- Tenant Satisfaction
- Relationship Management

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF SCIENCE IN PROPERTY
MANAGEMENT - COLUMBIA
UNIVERSITY**

ACHIEVEMENTS

- Achieved a 98% occupancy rate across managed properties.
- Implemented cost-saving measures that reduced expenses by 10%.
- Recognized as 'Employee of the Year' for outstanding performance.

WORK EXPERIENCE

SENIOR PROPERTY MANAGER

Noble Estates Management

2020 - 2025

- Led property management functions for a portfolio of upscale residences.
- Developed and executed annual budgets to ensure financial health.
- Oversaw maintenance staff and coordinated service schedules.
- Managed vendor relationships to ensure quality service delivery.
- Conducted regular property inspections and compliance checks.
- Implemented tenant engagement programs to boost satisfaction.

PROPERTY MANAGER

Grand Estates Realty

2015 - 2020

- Managed daily operations of multiple luxury properties.
- Coordinated maintenance and repair activities.
- Developed marketing strategies to attract high-end tenants.
- Handled tenant inquiries and conflict resolution.
- Maintained accurate property records and reports.
- Ensured compliance with property management regulations.