



MICHAEL ANDERSON

Property Operations Manager

Proficient Estate Manager with a comprehensive background in residential property management and facilities operations. Demonstrated ability to enhance property functionality and tenant satisfaction through effective management practices. Extensive experience in coordinating maintenance, overseeing budgets, and managing vendor relationships. Strong knowledge of building systems, including HVAC and security, ensures properties are maintained to the highest standards.

CONTACT

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San Francisco, CA

EDUCATION

Associate Degree in Property Management

Community College of Philadelphia
2016-2020

SKILLS

- Facilities management
- Maintenance coordination
- Budget oversight
- Vendor management
- Tenant relations
- Safety compliance

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Property Operations Manager

2020-2023

Royal Residential Management

- Managed all aspects of residential property operations, enhancing tenant experiences.
- Coordinated maintenance activities, ensuring timely resolution of issues.
- Oversaw budget management, achieving cost savings of 15% annually.
- Developed and maintained strong relationships with vendors and contractors.
- Conducted property inspections, ensuring compliance with safety regulations.
- Implemented tenant feedback systems to improve service delivery.

Facilities Manager

2019-2020

Community Living Solutions

- Oversaw facilities management for residential communities, ensuring operational efficiency.
- Coordinated repair and maintenance schedules, optimizing resource use.
- Managed budgets and financial reporting, aligning with strategic goals.
- Engaged with tenants to address concerns and improve satisfaction.
- Implemented safety programs and conducted regular inspections.
- Facilitated training sessions for staff on best practices in property management.

ACHIEVEMENTS

- Achieved a 90% tenant satisfaction rate through effective service delivery.
- Recognized for outstanding performance in facilities management by the industry association.
- Successfully reduced operational costs by implementing energy-efficient practices.