



MICHAEL ANDERSON

Property Maintenance Manager

Dedicated and resourceful Facilities Maintenance Manager with a solid foundation in property management, focusing on residential and commercial properties. Expertise in managing maintenance operations that prioritize tenant satisfaction and property value enhancement. Proven ability to develop effective maintenance strategies that align with organizational objectives while ensuring compliance with local regulations. Demonstrates strong communication and interpersonal skills, fostering relationships with tenants, vendors, and stakeholders.

CONTACT

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San Francisco, CA

EDUCATION

Bachelor of Science in Property Management

State University
2013

SKILLS

- Property Management
- Tenant Relations
- Preventive Maintenance
- Vendor Coordination
- Safety Compliance
- Customer Service

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Property Maintenance Manager

2020-2023

Urban Living Properties

- Managed maintenance operations for a portfolio of residential and commercial properties, ensuring tenant satisfaction.
- Developed and implemented a preventive maintenance program that improved property conditions by 30%.
- Coordinated vendor services for repairs and maintenance, resulting in a 15% cost reduction.
- Conducted regular inspections to identify maintenance needs and prioritize corrective actions.
- Maintained accurate records of maintenance activities and tenant requests.
- Collaborated with property managers to address tenant concerns and enhance service delivery.

Maintenance Coordinator

2019-2020

Metro Realty Group

- Assisted in the management of maintenance operations for a diverse portfolio of properties.
- Coordinated maintenance schedules and prioritized urgent requests to minimize tenant disruption.
- Provided support for emergency repairs and maintenance activities.
- Maintained communication with tenants regarding maintenance updates and service timelines.
- Conducted property inspections to ensure compliance with safety standards.
- Facilitated training sessions for maintenance staff on customer service and technical skills.

ACHIEVEMENTS

- Increased tenant satisfaction scores by 35% through improved maintenance response times.
- Successfully managed a renovation project that enhanced property value by 20%.
- Recognized for exceptional service delivery by the Property Management Association in 2022.