



# MICHAEL ANDERSON

## Senior Property Manager

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### SUMMARY

Dynamic and results-driven Head of Property Management with over 15 years of extensive experience in overseeing diverse real estate portfolios. Demonstrated expertise in enhancing operational efficiencies and maximizing asset performance through strategic planning and innovative management practices. Proficient in establishing robust tenant relations and fostering collaborative partnerships to drive occupancy rates and tenant satisfaction.

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### WORK EXPERIENCE

#### Senior Property Manager Elite Realty Group

Jan 2023 - Present

- Managed a portfolio of over 1,000 residential units, achieving a 95% occupancy rate.
- Implemented a comprehensive property maintenance program, reducing repair costs by 20%.
- Trained and supervised a team of 10 property management staff.
- Developed and maintained relationships with vendors, ensuring timely service delivery.
- Conducted regular market analysis to adjust rental rates competitively.
- Utilized Yardi and AppFolio for efficient property management operations.

#### Property Manager Prime Estates

Jan 2020 - Dec 2022

- Oversaw daily operations for a mixed-use property, enhancing tenant engagement initiatives.
  - Executed marketing campaigns that increased tenant inquiries by 30%.
  - Coordinated property inspections to ensure compliance with health and safety regulations.
  - Developed annual budgets, achieving a 15% reduction in operational costs.
  - Facilitated lease negotiations resulting in a 10% increase in renewal rates.
  - Utilized MRI Software for financial reporting and property management tasks.
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### EDUCATION

#### Master of Business Administration, Real Estate Management - University of California, Berkeley, 2009

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Property Management, Budgeting, Tenant Relations, Lease Negotiation, Market Analysis, Vendor Management
- **Awards/Activities:** Recognized as 'Manager of the Year' by the National Property Management Association in 2021.
- **Awards/Activities:** Successfully reduced tenant turnover rate by 15% through enhanced engagement strategies.
- **Awards/Activities:** Implemented sustainability initiatives that reduced energy consumption by 25% across managed properties.
- **Languages:** English, Spanish, French