



MICHAEL ANDERSON

DIRECTOR OF PROPERTY OPERATIONS

CONTACT

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-  San Francisco, CA

SKILLS

- Asset Management
- Data Analysis
- Project Management
- Tenant Engagement
- Financial Reporting
- Strategic Planning

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION - NEW YORK
UNIVERSITY, 2012**

ACHIEVEMENTS

- Awarded 'Excellence in Property Management' by the Commercial Real Estate Association in 2020.
- Led a team that achieved a 30% increase in rental income through strategic marketing initiatives.
- Successfully reduced operational costs by 20% through process optimization.

PROFILE

Innovative and analytical Head of Property Management with a rich background in commercial real estate and asset management spanning over a decade. Renowned for leveraging data-driven insights to optimize property performance and enhance tenant satisfaction. Expertise in orchestrating large-scale renovations and capital improvement projects, ensuring timely delivery and adherence to budget constraints.

EXPERIENCE

DIRECTOR OF PROPERTY OPERATIONS

Global Realty Advisors

2016 - Present

- Directed operational strategy for a portfolio of 2 million square feet of commercial properties.
- Implemented a new tenant engagement platform, increasing satisfaction scores by 40%.
- Oversaw capital improvement projects totaling \$5 million, completing on time and under budget.
- Conducted performance evaluations for property management staff, enhancing team productivity.
- Developed standardized operating procedures that improved consistency across properties.
- Utilized CoStar for market research and property performance analytics.

PROPERTY MANAGEMENT ANALYST

Urban Development Corp

2014 - 2016

- Analyzed property performance metrics to inform strategic decision-making at the executive level.
- Assisted in the development of annual budgets, aligning financial goals with operational needs.
- Conducted market research to identify emerging trends and investment opportunities.
- Collaborated with leasing teams to optimize tenant mix and enhance property appeal.
- Participated in the negotiation of lease agreements, securing favorable terms for the company.
- Employed Yardi and RealPage for financial tracking and reporting.