



# MICHAEL ANDERSON

## Senior Maintenance Supervisor

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### SUMMARY

Distinguished Housing Maintenance Manager with over 15 years of comprehensive experience in overseeing multifamily housing maintenance operations. Expertise in implementing innovative strategies for property upkeep while ensuring compliance with safety regulations and enhancing tenant satisfaction. Proven track record of managing diverse teams, optimizing maintenance workflows, and reducing operational costs. Adept at utilizing advanced property management software and analytics tools to streamline processes and improve service delivery.

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### WORK EXPERIENCE

#### Senior Maintenance Supervisor Urban Living Group

Jan 2023 - Present

- Directed a team of 20 maintenance personnel to ensure timely response to tenant requests.
- Implemented a preventive maintenance program that reduced emergency repairs by 30%.
- Managed vendor relationships to secure cost-effective maintenance contracts.
- Conducted regular safety inspections to adhere to local building codes.
- Utilized CMMS software to track work orders and maintenance schedules.
- Developed training programs for staff on new equipment and safety protocols.

#### Maintenance Coordinator Greenfield Realty

Jan 2020 - Dec 2022

- Oversaw daily maintenance operations for a portfolio of 10 properties.
  - Coordinated with contractors for major renovation projects, ensuring adherence to timelines.
  - Maintained inventory of maintenance supplies, optimizing procurement processes.
  - Analyzed maintenance data to identify trends and areas for improvement.
  - Created detailed reports for property management on maintenance expenditures.
  - Facilitated communication between tenants and management to address concerns.
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### EDUCATION

#### Bachelor of Science in Facilities Management, State University

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Property Management, Team Leadership, Preventive Maintenance, Vendor Management, Safety Compliance, Data Analysis
- **Awards/Activities:** Achieved a 95% tenant satisfaction rating through effective maintenance strategies.
- **Awards/Activities:** Reduced maintenance costs by 20% through strategic vendor negotiations.
- **Awards/Activities:** Received 'Manager of the Year' award for excellence in operational efficiency.
- **Languages:** English, Spanish, French