



Michael

ANDERSON

MAINTENANCE TEAM LEAD

Dynamic Housing Maintenance Manager with extensive experience in the management of property maintenance operations. Over 8 years of dedicated service in enhancing property conditions and ensuring tenant comfort. Proven ability to lead maintenance teams, manage budgets, and implement effective maintenance strategies. Expertise in compliance with local and federal housing regulations. Known for strong communication skills and fostering positive relationships with tenants and contractors alike.

CONTACT

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SKILLS

- Team Leadership
- Compliance
- Inventory Management
- Customer Relations
- Quality Assurance
- Reporting

LANGUAGES

- English
- Spanish
- French

EDUCATION

CERTIFICATE IN PROPERTY MAINTENANCE, TECHNICAL INSTITUTE

ACHIEVEMENTS

- Improved tenant feedback scores by 15% through enhanced service delivery.
- Successfully reduced maintenance turnaround times by 20%.
- Recognized for outstanding teamwork and leadership during property renovations.

WORK EXPERIENCE

MAINTENANCE TEAM LEAD

Cityscape Realty

2020 - 2025

- Led a team of 10 maintenance technicians in daily operations across residential properties.
- Implemented a tracking system for maintenance requests, improving response times.
- Managed inventory and procurement of maintenance supplies to optimize costs.
- Conducted routine property inspections to identify maintenance needs.
- Maintained compliance with safety standards through regular training.
- Developed positive relationships with tenants to enhance service satisfaction.

ASSISTANT MAINTENANCE MANAGER

Harbor View Apartments

2015 - 2020

- Assisted in overseeing maintenance operations for a large residential complex.
- Coordinated with contractors for specialized repairs and renovations.
- Prepared monthly reports on maintenance activities and associated costs.
- Participated in the development of preventive maintenance schedules.
- Responded to tenant inquiries and resolved maintenance issues effectively.
- Contributed to team training initiatives to enhance service quality.