



MICHAEL ANDERSON

PORTFOLIO MANAGER

PROFILE

Accomplished Housing Portfolio Manager with a robust background in residential and commercial real estate management. Expertise in driving operational excellence and enhancing property value through innovative management practices and strong financial oversight. Proven track record of fostering positive tenant relationships and ensuring compliance with regulatory standards. Skilled in the negotiation of complex lease agreements and the implementation of effective marketing strategies that attract and retain tenants.

EXPERIENCE

PORTFOLIO MANAGER

Greenfield Properties

2016 - Present

- Managed a diverse portfolio of residential properties totaling over 2,500 units.
- Implemented energy-efficient upgrades that reduced utility costs by 25%.
- Developed tenant engagement initiatives that improved retention rates by 15%.
- Conducted market analysis to guide pricing strategies and competitive positioning.
- Oversaw property maintenance operations, ensuring timely resolution of tenant issues.
- Coordinated with financial analysts to prepare annual budget forecasts.

ASSISTANT PROPERTY MANAGER

Skyline Realty

2014 - 2016

- Supported the management of properties with a focus on tenant relations and lease administration.
- Assisted in the preparation of marketing materials to attract new tenants.
- Conducted property inspections to ensure adherence to company standards.
- Maintained property records and documentation with a high degree of accuracy.
- Facilitated tenant move-in and move-out procedures to enhance satisfaction.
- Collaborated with vendors to coordinate maintenance and repairs efficiently.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Real Estate Management
- Tenant Relations
- Budgeting
- Lease Negotiation
- Property Maintenance
- Data Analytics

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN REAL ESTATE MANAGEMENT, UNIVERSITY OF FLORIDA

ACHIEVEMENTS

- Increased property occupancy from 80% to 95% within one year.
- Implemented a tenant referral program that generated a 10% increase in new leases.
- Received 'Excellence in Management' award from the Real Estate Institute in 2021.