

MICHAEL ANDERSON

Senior Housing Site Manager

- San Francisco, CA
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Distinguished Housing Site Manager with over a decade of comprehensive experience in overseeing residential properties and enhancing community living standards. Expertise encompasses strategic planning, tenant relations, and property maintenance management. Proven ability to implement effective operational procedures that optimize property performance and tenant satisfaction. Adept at fostering a collaborative environment among diverse teams while ensuring compliance with local regulations and housing policies.

WORK EXPERIENCE

Senior Housing Site Manager | Urban Living Properties

Jan 2022 – Present

- Managed a portfolio of over 500 residential units, ensuring high occupancy rates through targeted marketing strategies.
- Implemented comprehensive maintenance schedules that reduced tenant complaints by 30% over a two-year period.
- Developed and executed property budgets, achieving a 15% reduction in operational costs year-on-year.
- Led a team of 10 maintenance and administrative staff, fostering a culture of excellence and accountability.
- Negotiated contracts with vendors, resulting in a savings of 20% on service agreements.
- Conducted regular property inspections to ensure compliance with safety standards and regulations.

Housing Assistant Manager | Greenfield Residential

Jul 2019 – Dec 2021

- Assisted in the management of daily operations for a 300-unit apartment complex, focusing on tenant relations and lease administration.
- Coordinated community events to enhance tenant engagement and foster a sense of community.
- Monitored and reported on property performance metrics, identifying areas for operational improvement.
- Responded to tenant inquiries and maintenance requests, ensuring timely resolutions and high satisfaction rates.
- Facilitated the onboarding process for new tenants, providing orientation and community resources.
- Collaborated with local agencies to support tenant assistance programs, enhancing community outreach efforts.

SKILLS

Property management

Budgeting

Tenant relations

Operational efficiency

Team leadership

Compliance

EDUCATION

Bachelor of Science in Business Administration

Los Angeles

University of California

ACHIEVEMENTS

- Increased tenant satisfaction scores by 25% through the implementation of a tenant feedback program.
- Awarded 'Manager of the Year' for outstanding property performance and community engagement initiatives.
- Successfully reduced vacancy rates to below 5% through innovative marketing strategies and community outreach.

LANGUAGES

English

Spanish

French