



# MICHAEL ANDERSON

## LEASING OPERATIONS MANAGER

### CONTACT

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-  San Francisco, CA

### SKILLS

- Data Analysis
- Tenant Relations
- Team Management
- Strategic Planning
- Marketing Strategy
- Financial Modeling

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF BUSINESS  
ADMINISTRATION, REAL ESTATE  
FINANCE, NEW YORK UNIVERSITY**

### ACHIEVEMENTS

- Increased annual leasing revenue by over \$1 million through strategic initiatives.
- Recognized for outstanding customer service with multiple tenant satisfaction awards.
- Successfully led a project that revamped the leasing process, reducing time-to-lease by 20%.

### PROFILE

Accomplished Leasing Manager with extensive experience in high-volume residential leasing environments. Expertise in developing and executing strategic leasing plans that drive revenue growth and enhance tenant retention. Strong proficiency in utilizing data analytics to assess market conditions and adjust leasing strategies accordingly. Proven ability to lead cross-functional teams in achieving operational excellence and surpassing leasing targets.

### EXPERIENCE

#### LEASING OPERATIONS MANAGER

##### Metro Housing Solutions

*2016 - Present*

- Oversaw leasing operations for a diverse portfolio of over 2,000 units.
- Implemented data-driven strategies that increased tenant retention by 30%.
- Managed a team of leasing agents, driving performance through coaching and support.
- Developed and maintained relationships with local real estate agents and community organizations.
- Utilized property management software to optimize leasing workflows.
- Conducted regular market research to stay competitive in pricing and offerings.

#### LEASING ASSOCIATE

##### Skyline Realty

*2014 - 2016*

- Facilitated the leasing of luxury apartments, enhancing brand reputation.
- Executed targeted marketing campaigns, leading to a 40% increase in inquiries.
- Conducted property showings and negotiated lease terms with prospective tenants.
- Maintained comprehensive knowledge of property features and market trends.
- Collaborated with the finance team to ensure timely processing of lease agreements.
- Provided exceptional customer service, resulting in numerous tenant referrals.