

MICHAEL ANDERSON

Leasing Manager

- San Francisco, CA
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Experienced and detail-oriented Leasing Manager with a robust background in managing diverse property types, including residential, commercial, and mixed-use developments. Known for implementing efficient leasing processes that enhance tenant experiences and optimize occupancy rates. Strong communicator with a proven ability to build rapport with tenants, landlords, and stakeholders. Recognized for strategic thinking and problem-solving skills that drive successful leasing outcomes.

WORK EXPERIENCE

Leasing Manager | Comprehensive Realty Solutions

Jan 2022 – Present

- Managed leasing operations for a mixed-use portfolio, enhancing tenant satisfaction.
- Developed leasing policies that improved operational efficiencies by 20%.
- Negotiated favorable lease terms that increased rental income.
- Coordinated with marketing teams to promote available properties effectively.
- Conducted tenant feedback sessions to identify areas for improvement.
- Utilized property management software to streamline leasing processes.

Assistant Leasing Manager | Urban Estates

Jul 2019 – Dec 2021

- Supported leasing operations for a portfolio of residential properties.
- Conducted market research to inform leasing strategies and pricing.
- Facilitated property tours and answered tenant inquiries promptly.
- Maintained accurate leasing records and documentation.
- Collaborated with maintenance teams to resolve tenant issues efficiently.
- Assisted in organizing community events to enhance tenant engagement.

SKILLS

Property Management

Leasing Strategy

Communication Skills

Tenant Relations

Market Research

Operational Efficiency

EDUCATION

Bachelor of Science in Business Administration

2015 – 2019

University of North Carolina

ACHIEVEMENTS

- Increased occupancy rates by 15% through targeted marketing campaigns.
- Recognized for excellence in tenant relations with a Customer Service Award.
- Successfully implemented a digital leasing platform, reducing processing time by 40%.

LANGUAGES

English

Spanish

French