



Michael ANDERSON

PROPERTY MAINTENANCE COORDINATOR

Experienced Maintenance Coordinator with a strong background in residential property management and maintenance services. Skilled in coordinating maintenance activities to ensure tenant satisfaction and property value retention. Proven ability to manage vendors and contractors efficiently while adhering to budget constraints. Expertise in conducting property inspections, identifying maintenance needs, and prioritizing tasks based on urgency and impact.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Residential maintenance
- Tenant relations
- Vendor management
- Property inspections
- Task prioritization
- Record keeping

LANGUAGES

- English
- Spanish
- French

EDUCATION

**DIPLOMA IN PROPERTY
MANAGEMENT, COMMUNITY COLLEGE**

ACHIEVEMENTS

- Increased tenant satisfaction scores by 25% through improved response times.
- Recognized for outstanding service in property management by industry peers.
- Successfully managed a maintenance budget with less than 5% variance.

WORK EXPERIENCE

PROPERTY MAINTENANCE COORDINATOR

Urban Living Properties

2020 - 2025

- Coordinated all maintenance activities for a portfolio of residential properties.
- Developed and managed a maintenance request system for tenants.
- Oversaw vendor performance and ensured timely service delivery.
- Conducted regular property inspections to identify maintenance issues.
- Collaborated with property managers to prioritize maintenance tasks.
- Maintained accurate records of maintenance requests and resolutions.

MAINTENANCE TECHNICIAN

Neighborhood Housing Services

2015 - 2020

- Performed repairs and maintenance on residential properties.
- Responded to tenant requests for repairs in a timely manner.
- Assisted in the renovation of units between tenants.
- Maintained tools and equipment for maintenance tasks.
- Documented maintenance work performed and materials used.
- Trained new maintenance staff on procedures and safety practices.