



# Michael ANDERSON

## COMMERCIAL MAINTENANCE PLANNER

Experienced Maintenance Planner specializing in the commercial real estate sector, adept at managing maintenance operations across diverse property portfolios. Proven success in enhancing property values through strategic maintenance planning and execution. Expertise in vendor management, budget oversight, and compliance with local regulations. Demonstrated ability to lead maintenance teams and coordinate projects that improve the tenant experience.

### CONTACT

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

### SKILLS

- Property Management
- Vendor Relations
- Budgeting
- Tenant Relations
- Compliance
- CMMS

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, REAL ESTATE MANAGEMENT, CITY UNIVERSITY, 2014**

### ACHIEVEMENTS

- Increased property occupancy rates by 10% through proactive maintenance strategies.
- Recognized for excellence in tenant service during company awards.
- Successfully implemented a new maintenance tracking system that improved efficiency by 25%.

### WORK EXPERIENCE

#### COMMERCIAL MAINTENANCE PLANNER

Prime Realty Group

2020 - 2025

- Developed maintenance strategies that improved tenant satisfaction ratings by 15%.
- Oversaw a team of maintenance technicians and contractors for property upkeep.
- Managed the budgeting process for maintenance operations across multiple properties.
- Conducted regular property inspections to identify maintenance needs.
- Coordinated with leasing teams to schedule maintenance activities during off-hours.
- Implemented a computerized maintenance management system to track work orders.

#### FACILITIES COORDINATOR

Urban Realty Partners

2015 - 2020

- Assisted in the management of maintenance operations for a portfolio of commercial properties.
- Maintained accurate records of maintenance activities and expenditures.
- Coordinated with service providers for timely repairs and maintenance.
- Supported the development of maintenance budgets and forecasts.
- Conducted tenant surveys to assess maintenance service levels.
- Participated in safety training and compliance initiatives.