

# MICHAEL ANDERSON

Leasing Property Advisor

- San Francisco, CA
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Passionate Property Advisor with extensive experience in property leasing and tenant relations. Demonstrates a strong commitment to enhancing tenant experiences and maximizing property occupancy rates. Skilled in developing effective leasing strategies and managing property operations to ensure optimal performance. Proficient in utilizing technology to streamline leasing processes and enhance communication with tenants.

## WORK EXPERIENCE

### Leasing Property Advisor | Urban Living Realty

Jan 2022 – Present

- Managed leasing agreements and tenant relations for multiple properties.
- Conducted property tours and presentations for potential tenants.
- Implemented tenant retention strategies to reduce turnover rates.
- Utilized property management software to track leases and tenant interactions.
- Negotiated lease terms and conditions to meet tenant needs.
- Coordinated maintenance requests and ensured timely resolutions.

### Property Management Assistant | Cityscape Properties

Jul 2019 – Dec 2021

- Assisted in managing day-to-day operations of residential properties.
- Engaged with tenants to address concerns and enhance satisfaction.
- Maintained accurate records of lease agreements and tenant information.
- Coordinated property maintenance and inspections to ensure compliance.
- Developed marketing materials to attract new tenants.
- Participated in community events to promote properties and engage with tenants.

## SKILLS

Leasing

Tenant Relations

Property Management

Negotiation

Customer Service

Communication

## EDUCATION

### Associate Degree in Property Management - Community College of Philadelphia

2015 – 2019

University

## ACHIEVEMENTS

- Achieved a 90% tenant retention rate over two years.
- Recognized for outstanding service in tenant satisfaction surveys.
- Successfully increased occupancy rates by 20% within one year.

## LANGUAGES

English

Spanish

French