



MICHAEL ANDERSON

PROPERTY MAINTENANCE MANAGER

CONTACT

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- San Francisco, CA

SKILLS

- property management
- compliance
- energy efficiency
- vendor management
- safety training
- budget oversight

LANGUAGES

- English
- Spanish
- French

EDUCATION

ASSOCIATE DEGREE IN BUILDING MAINTENANCE TECHNOLOGY, CITY COLLEGE, 2012

ACHIEVEMENTS

- Recognized for achieving a 95% tenant satisfaction score in annual surveys.
- Successfully led a project that upgraded all HVAC systems, resulting in a 20% reduction in maintenance calls.
- Received 'Excellence in Facilities Management' award from Prime Properties.

PROFILE

Accomplished Property Maintenance Manager with extensive experience in managing large-scale residential and commercial properties. Expertise in developing and executing maintenance strategies that ensure optimal performance and longevity of facilities. Strong background in compliance with health and safety regulations, as well as in fostering a culture of excellence among maintenance teams.

EXPERIENCE

PROPERTY MAINTENANCE MANAGER

Metro Realty Group

2016 - Present

- Directed all aspects of property maintenance for a portfolio of over 1,500 residential units.
- Streamlined work order processes, reducing response time by 50%.
- Established partnerships with local vendors to ensure quality service delivery.
- Implemented energy-efficient systems, reducing overall energy consumption by 30%.
- Conducted safety training for maintenance staff, leading to zero workplace accidents.
- Monitored maintenance budgets and identified cost-saving opportunities.

FACILITIES MAINTENANCE COORDINATOR

Prime Properties

2014 - 2016

- Coordinated maintenance schedules for multiple commercial properties, ensuring minimal disruption.
- Developed and enforced maintenance policies and procedures to enhance operational efficiency.
- Managed vendor relationships, negotiating contracts that improved service quality.
- Implemented a tracking system for maintenance requests, improving accountability.
- Conducted regular audits of maintenance work, ensuring compliance with property standards.
- Facilitated communication between tenants and maintenance staff to enhance service delivery.