



# MICHAEL ANDERSON

## Senior Maintenance Manager

Innovative Property Maintenance Manager with a proven track record in enhancing operational efficiency and tenant satisfaction across diverse property types. Expertise in leading maintenance teams, implementing technology-driven solutions, and ensuring compliance with industry standards. Strong project management skills facilitate the successful execution of renovation and repair projects within budget and on schedule.

### WORK EXPERIENCE

#### Senior Maintenance Manager

2020-2023

Blue Horizon Properties

- Managed maintenance operations for a portfolio of high-rise residential buildings.
- Implemented a digital workflow system that improved maintenance tracking and reporting.
- Coordinated major renovations, ensuring compliance with local building codes.
- Conducted regular team meetings to discuss ongoing projects and address challenges.
- Developed training programs for staff to enhance technical skills and customer service.
- Maintained relationships with key vendors to ensure quality service delivery.

#### Property Maintenance Technician

2019-2020

Sunshine Property Group

- Performed routine and emergency maintenance tasks for a variety of properties.
- Assisted in the implementation of a new maintenance tracking software.
- Conducted property inspections to ensure compliance with safety standards.
- Maintained accurate logs of service requests and completed work.
- Collaborated with team members to improve service efficiency.
- Provided exceptional service to tenants, addressing their concerns promptly.

### ACHIEVEMENTS

- Achieved a 95% tenant satisfaction rate through proactive maintenance initiatives.
- Recognized for successfully completing a major renovation project ahead of schedule.
- Received the 'Excellence in Maintenance' award from Blue Horizon Properties.

### CONTACT

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### EDUCATION

#### Bachelor of Science in Facilities Management

National University  
2014

### SKILLS

- project management
- technology integration
- team collaboration
- compliance
- vendor management
- tenant engagement

### LANGUAGES

- English
- Spanish
- French