

MICHAEL ANDERSON

Property Maintenance Manager

- San Francisco, CA
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Resourceful Property Maintenance Manager with a rich background in enhancing the functionality and appearance of residential and commercial properties. Recognized for developing innovative maintenance strategies that improve operational efficiencies while ensuring high standards of tenant satisfaction. Expertise in data-driven decision-making, utilizing metrics and analytics to inform maintenance practices and budget allocations.

WORK EXPERIENCE

Property Maintenance Manager | Lakeside Properties

Jan 2022 – Present

- Supervised maintenance operations for over 1,000 residential units.
- Implemented a data analytics system to monitor maintenance performance metrics.
- Conducted regular property inspections to ensure compliance with safety and aesthetic standards.
- Negotiated service contracts with vendors, resulting in a 10% cost reduction.
- Developed comprehensive maintenance schedules to optimize resource allocation.
- Enhanced tenant communication through regular updates and feedback surveys.

Maintenance Supervisor | Riverbend Management

Jul 2019 – Dec 2021

- Supervised a team of maintenance technicians, ensuring high-quality service delivery.
- Implemented preventive maintenance schedules that reduced overall repair costs.
- Coordinated with contractors for specialized repairs and renovations.
- Maintained accurate records of maintenance activities and expenditures.
- Conducted safety training sessions for staff, improving workplace safety.
- Facilitated communication between tenants and maintenance teams to enhance responsiveness.

SKILLS

operational efficiency

data analytics

team development

vendor negotiation

safety compliance

tenant satisfaction

EDUCATION

Bachelor of Science in Construction Management

2012

State University

ACHIEVEMENTS

- Achieved a 92% tenant satisfaction rating through effective communication and service delivery.
- Recognized for implementing innovative maintenance strategies that improved efficiency.
- Received the 'Excellence in Property Management' award from Lakeside Properties.

LANGUAGES

English

Spanish

French