

# MICHAEL ANDERSON

Property Manager

- San Francisco, CA
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Dedicated and knowledgeable Property Manager with a strong foundation in residential and commercial property management. Expertise in tenant relations, property maintenance, and financial oversight. Demonstrates an ability to manage diverse property portfolios while ensuring compliance with regulations and best practices. Skilled in budgeting and financial analysis, with a focus on maximizing property performance and tenant satisfaction.

## WORK EXPERIENCE

### Property Manager | Metro Urban Properties

Jan 2022 – Present

- Managed a diverse portfolio of residential and commercial properties, ensuring high occupancy rates.
- Oversaw maintenance operations, achieving a 95% service completion rate.
- Conducted financial analyses to optimize property budgets and reduce costs.
- Developed and implemented tenant engagement strategies to enhance satisfaction.
- Coordinated property inspections to maintain compliance with safety regulations.
- Maintained strong relationships with vendors to ensure quality service delivery.

### Assistant Property Manager | Urban Habitat Group

Jul 2019 – Dec 2021

- Supported property management functions for a portfolio of residential properties.
- Handled tenant inquiries and resolved issues efficiently.
- Assisted in lease administration, ensuring compliance with company policies.
- Maintained property records and documentation for regulatory purposes.
- Coordinated maintenance requests to ensure timely responses.
- Facilitated communication between tenants and management to promote a positive environment.

## SKILLS

Residential and Commercial Property Management

Financial Analysis

Tenant Relations

Compliance

Maintenance Oversight

Communication

## EDUCATION

### Bachelor of Science in Real Estate Studies

2017

University of Maryland

## ACHIEVEMENTS

- Achieved a 10% increase in overall property value through strategic management.
- Recognized for excellent tenant retention rates over three consecutive years.
- Successfully managed a property renovation project that enhanced tenant satisfaction.

## LANGUAGES

English

Spanish

French