



# Michael ANDERSON

## PROPERTY MANAGER

Innovative Residential Property Manager with a focus on integrating technology into property management practices. Expertise in managing multi-family housing complexes, ensuring high levels of tenant satisfaction and operational efficiency. Demonstrated success in utilizing data analytics to inform decision-making and improve property performance. Proficient in budget management and financial forecasting, with a keen eye for cost reduction opportunities.

### CONTACT

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### SKILLS

- technology integration
- data analysis
- tenant relations
- budget management
- marketing strategies
- community engagement

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF SCIENCE IN REAL ESTATE  
DEVELOPMENT, COLUMBIA  
UNIVERSITY**

### ACHIEVEMENTS

- Increased overall property occupancy by 15% through targeted marketing efforts.
- Recognized for innovation in property management with an industry award in 2022.
- Successfully implemented a sustainability initiative that reduced energy costs by 20%.

### WORK EXPERIENCE

#### PROPERTY MANAGER

Cityscape Management

2020 - 2025

- Managed a portfolio of 300 multifamily units, achieving an occupancy rate of 99%.
- Implemented an online tenant portal that streamlined communication and payment processes.
- Conducted data-driven assessments to optimize property management strategies.
- Oversaw maintenance operations, ensuring timely responses to tenant requests.
- Coordinated marketing campaigns that increased property visibility and tenant interest.
- Developed training programs for staff to enhance service delivery and efficiency.

#### ASSISTANT PROPERTY MANAGER

Horizon Realty Group

2015 - 2020

- Supported management of a 150-unit residential community, maintaining high tenant retention.
- Assisted in financial reporting and budget preparation for property operations.
- Coordinated resident activities to foster a sense of community among tenants.
- Managed service contracts and vendor relationships to ensure quality service delivery.
- Conducted property tours for prospective tenants, enhancing leasing opportunities.
- Analyzed tenant feedback to implement service improvements and enhance satisfaction.