John Bailey

Resident Manager

City, States 000-000-000 email@email.com

Summary

A warm, friendly peoples-person that interacts well in any setting. Ability to coach others and produce efficiency. Intense problem-solver with uncanny ability to study a problem and create innovative methods to resolve difficult & long-standing issues. Worked closely with contractors and building crews to tackle big issues quickly, professionally & permanently.

Work Experience

ERA Real Estate

Resident Manager

- Responsible for 60 residential units.
- . Oversee a staff of four (4).
- · Responsible for all plumbing, electric, building repairs, and HVAC repairs.
- Maintaining all building mechanicals to ensure they are in working order.

Sotheby's International Realty

Residential Property Manager

2011-06 - 2015-12

2007-04 - 2011-05

2015-12 - Present

- Managed the full day-to-day operations of this multi-million-dollar Real Estate Portfolio consisting of several residential apartment buildings as well as some commercial properties, it's staffing, budget balancing, payrolls, taxes and meeting officials.
- All repairs, managed the in-house staff of superintendents, handymen, porters & security guards.

Camden Property Trust

Resident Apartment Manager

- · Customer service & marketing.
- Assisted customers and tenants.
- Accounts receivable & resident relations.

Education

Talmudic College of Florida

Bachelor of Talmudic Law

2007 - 2011

Skills

Architectural

 Ability to read architectural plans and oversee construction crews on large building projects.

Computer Skills

 Computer knowledge in Mac Systems, Microsoft Systems, Excel, Power Point and Word.

Web/Mobile Project Management

Research and Analysis

Adept at agile project management.

Oracle certified professional

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