ROBERT SMITH

Property Management Director

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Seasoned portfolio property manager with 15 years of experience in the residential and mixed use property management field. Outstanding leadership skills in challenging environments. Unsurpassed communication and organizational skills combined with a wealth of knowledge in successfully completing large scale building projects, financial planning and insurance claim losses. Accompanied by a wide range of industry related partners with whom a trusted and balanced relationship has been fostered.

DECEMBER 2008 – PRESENT

PROPERTY MANAGEMENT DIRECTOR - COMMUNITY HOUSING DEVELOPERS

- Supervise a team of 13 in the daily operations and facility maintenance of 13 properties and 345 units.
- Establish, analyze and maintain department and property budgets regularly to ensure positive cash flow.
- Negotiate new contracts to reduce cost and improve performance, and implement new services to raise revenue annually.
- Work with subcontractors and vendors to ensure successful completion of projects by scope, budget, and schedule.
- Collaborate with multiple departments and subcontractors to complete rehab and turnover projects within established deadlines and budgets.
- Review and audit purchase orders, subcontractor invoices, inspection reports, facility reports and annual reports for compliance.
- Protect the company from financial losses during legal disputes with preventative measures, negotiation and/or representation.

MAY 2003 – NOVEMBER 2008

DIRECTOR OF PROPERTY MANAGEMENT I - DOUGLAS ROSS CONSTRUCTION

- Streamlined operations and reduced costs by establishing systematic processes.
- Negotiated competitive rates with service providers and subcontractors which allowed the team to complete three multi-million dollar projects by 10%-15% under budget.
- Negotiated disputes and settlements without interfering with progress while maintaining good rapport; for example, helping subcontractors recover $100,000 on two separate contracts.
- Developed spreadsheets and launched the project management system which provided real-time information for all stakeholders.
- Facilitated dialogue with the various stakeholders to understand and document

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project requests.

- Participated in the analysis and planning of multiple projects simultaneously.
- Coordinated and hosted successful employee events, client appreciation bbq, team building activities which boosted morale, loyalty and company image.

EDUCATION

Bachelors in Organization And Management - January 2007 to January 2011(San Jose State University - San Jose, CA)Associated Of Arts, Liberal Arts & Associated Of Arts, Business - January 2003(West Valley College - Saratoga, CA)Biological Sciences - June 2000(The University Of California Of Davis - Davis, CA)

SKILLS

Property Management, Facilities Management, Cost Reduction, Disaster Planning, Contract/Lease Negotiation, Administration Budget, Capital And Long Range Planning, ADA & OSHA Compliance, Construction Management, Tenant Relations, Liaison to 3rd Party Asset Managers