



Financial Reporting

Tenant Relations Management

Budgeting And Financial Analysis

Market Analysis

Vendor Management

INTERESTS

- 🖈 Surfing
- Martial Arts
- Community Service
- Blogging

STRENGTHS









.ANGUAGES





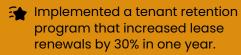


English

German

Italian

ACHIEVEMENTS



Successfully managed a \$14MM capital improvement project, completing it under budget and ahead of schedule.

MIA TAYLOR

Senior Property Manager

www.qwikresume.com

PROFESSIONAL SUMMARY

Strategic Senior Property Manager with a decade of experience overseeing diverse residential and commercial portfolios. Expertise in optimizing operational workflows, enhancing tenant satisfaction, and implementing revenue-generating initiatives. Passionate about driving asset performance while ensuring compliance and fostering strong relationships with stakeholders.

🔛 WORK EXPERIENCE

Compliance/Senior Property Manager

Jan / 2018-Ongoing

Pineapple Enterprises

📮 Santa Monica, CA

- 1. Directed operational management of a portfolio comprising 29 office and industrial properties, totaling 1.5 million square feet.
- 2. Enhanced asset value through strategic process improvements and financial planning.
- 3. Developed and managed capital and operating budgets, exceeding financial targets.
- 4. Achieved significant cost savings while enhancing revenue through innovative property management techniques.
- 5. Oversaw the planning and execution of multi-million dollar capital projects, ensuring timely completion.
- 6. Led a diverse operational team, achieving high tenant satisfaction scores surpassing industry benchmarks.
- 7. Facilitated tenant common area maintenance reconciliations, resolving inquiries and audits efficiently.

Senior Property Manager

🛗 Jan / 2015-Jan / 2018

Crescent Moon Design

■ Portland, OR

- 1. Managed operations for a high-rise residential building with 65,000 square feet of retail space.
- 2. Oversaw all property functions, including lease negotiations and compliance with commercial leases.
- 3. Prepared and analyzed weekly summary reports, enhancing budget management capabilities.
- 4. Directed leasing and maintenance teams, focusing on resident services and revenue enhancement.
- 5. Monitored financial performance metrics, ensuring alignment with occupancy and revenue goals.

EDUCATION

Bachelor of Science in Business Administration

Jan/ Jan/ 2012 2015

University of California

📮 Santa Monica, CA

Focused on real estate and property management principles.