



MIA TAYLOR

Senior Property Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Financial Reporting



Tenant Relations Management



Budgeting And Financial Analysis



Market Analysis



Vendor Management



🔥 INTERESTS

★ Surfing

🥋 Martial Arts

🏠 Community Service

👥 Blogging

👊 STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

🗣️ LANGUAGES



English



German



Italian

🏆 ACHIEVEMENTS

★ Implemented a tenant retention program that increased lease renewals by 30% in one year.

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

👤 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 / 2012 - Jan / 2015

University of California

📍 Santa Monica, CA

Focused on real estate and property management principles.