

PROFESSIONAL SUMMARY

Dynamic Senior Property Manager with experience in managing complex mixed-use portfolios. Adept at balancing residential, retail, and commercial needs while optimizing operational performance, enhancing tenant satisfaction, and driving financial growth.

EDUCATION

Master of Business Administration (MBA)

Stanford University / Graduated: May 2013

- Focused on Real Estate Finance, Strategic Management, and Urban Development.
- Capstone project: "Revitalizing Mixed-Use Communities: A Sustainable Growth Strategy."

Certifications

- Certified Mixed-Use Property Manager (CMUPM) (April 2019)
- LEED Green Associate, U.S. Green Building Council (2018)
- Real Property Administrator (RPA), BOMI International (June 2016)

Professional Development

- Real Estate Management Summit, San Francisco, CA (2022)
- Green Building Conference & Expo, San Francisco, CA (2021)

SKILLS

- Mixed-Use Portfolio Management Expert
- Strategic Marketing and Leasing Expert
- Sustainability and Energy Efficiency Expert
- Stakeholder Collaboration Expert
- Tenant Relations & Retention Expert
- Budgeting and Cost Management Expert
- Contract Negotiation Expert

EXPERIENCE

2019 - Now

Senior Property Manager

Bayview Developments / San Francisco, CA

- Manage a diverse portfolio of mixed-use properties, including 800 units, 150,000 square feet of retail space, and two coworking locations.
- Collaborate with local government, community organizations, and developers to align property development with city planning goals.
- Reduced operating expenses by 14% through renegotiation of service contracts, vendor management, and implementation of energy-efficient upgrades.
- Led tenant engagement initiatives, improving overall satisfaction and retention by fostering a community-focused environment.

2013 - 2019

Property Manager

Golden Gate Realty / Oakland, CA

- Streamlined operations, reducing repair response times by 20% and increasing overall maintenance efficiency.
- Organized and facilitated workshops and community events, resulting in a 15% improvement in tenant retention.
- Oversaw leasing processes, ensuring that properties met financial performance targets.

ADDITIONAL INFORMATION

- **Technical Proficiency:** Skilled in property management software (Yardi, MRI, AppFolio) and Microsoft Office Suite.
- **Public Speaking:** Regularly invited to speak at property management conferences and local community events.