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SUMMARY:

Maintenance Professional with supervisory, remodeling and construction experience. Strengths include:

- Experience in all areas of maintaining and servicing multi-family and luxury midrise residences. Including make-readies, service requests, preventative maintenance, swimming pool upkeep and computer data entry.
- Experience in all areas of construction: carpentry, electrical, plumbing and HVAC. Additional experience working with a Master Plumber and framing houses.
- Great leadership and teamwork building skills, always ready to go the extra mile
- Good communication skills, oral and written. Ability to read blueprints and schematics.
- Computer competency with MS Office, FOCUS, OneSite, Yardi, APLS, Gracehill and e-Procurement.

PROFESSIONAL EXPERIENCE:

The Millennium Rainey: The Dinerstein Companies 2016-present

Maintenance Supervisor: responsible for maintaining and repairing all areas of a luxury midrise apartment community; performed make-readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed them; enforced budgeting and communicating with supply companies, vendors and contractors to order parts and services for property projects and maintenance supplies. Supervised full time technicians, temporary technicians, full time porter/groundskeeper and housekeepers, worked with all on-site vendors and contractors, and maintained building wide fire alarm control panel, limited access doors and gates, installed NEST thermostats. Completed company supplied "Gracehill" training modules.

Promontory Point Apartments: Mission Rock Residential 2015-2016

Service Manager: responsible for maintaining and repairing all areas of a multi-family apartment community; performed make-readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed them; enforced budgeting and communicating with supply companies, vendors and contractors to order parts and services for property projects and maintenance supplies. Supervised a full time technicians, temporary technicians and full time porter/groundskeeper, helped out at sister properties in Austin, worked with all on-site vendors and contractors, and led high dollar capital projects. Completed company supplied "Gracehill" training modules.

The Social Apartments: M3 Property Management 2013-2015

Maintenance Supervisor: responsible for maintaining and repairing all areas of a multi-family apartment community; performed make-readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed

them; enforced budgeting and communicating with supply companies, vendors and contractors to order parts and services for property projects and maintenance supplies. Supervised a full time technicians, temporary technicians and full time porter/groundskeeper, helped out at sister properties in Austin, worked with all on-site vendors and contractors, and led high dollar capital projects. Completed company supplied "Gracehill" training modules.

Montecito Apartments: Steadfast Management Inc. 2012-2013

Maintenance Supervisor: responsible for maintaining and repairing all areas of a multi-family apartment community; performed make-readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed them; used the Yardi program to track work orders being completed; enforced budgeting and communicating with supply companies, vendors and contractors to order parts and services for property projects and maintenance supplies. Supervised 2 full time technicians and temporary technicians, trained for future promotion within company, worked with all onsite vendors and contractors, led high dollar capital projects. Completed company supplied "Gracehill" training modules. I was previously the Service Manger with another management company at this property.

The Breakers on the Lake Apartments: Wingate Management, LLC 2011-2012

Maintenance Director: responsible for all maintenance and repairs for a multi-family apartment community; performed make-readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed them; used the OneSite system for service requests, ordered parts and services from suppliers and vendors while working within a budget. Supervised staff as well as on-site vendors. Supplied insight on major capital renovations and completed company supplied "Gracehill" training modules.

Montecito Apartments: AIMCO 2007- 2011

Service Manager II: responsible for maintaining and repairing all areas of a multi-family apartment community; performed make readies on vacant apartments; performed repair work on all major appliances, electrical, plumbing, and structural; received service requests from residents and completed them; used the FOCUS program to track work orders being completed; used e-Procurement to order parts and services from supply companies and contractors. Supervised full time technician and trained for promotion to service manager, worked with all on-site vendors and contractors, led high dollar capital projects. Completed company supplied "APLS" training modules. I was promoted from Service Technician to Service Manager at this property.

EDUCATION:

Austin Community College 2002 – 2004

HVAC Technologies, Algebra, Computer Skills and Construction Business Management

LICENSES:

EPA type Universal HVAC Certification 2002

Certified Pool Operator 2016 (original 2007)

TDLR Registered HVAC Technician 2016 (original 2010)