

# John Bailey

Resident Manager

City, States

000-000-000

[email@email.com](mailto:email@email.com)

## Summary

A warm, friendly peoples-person that interacts well in any setting. Ability to coach others and produce efficiency. Intense problem-solver with uncanny ability to study a problem and create innovative methods to resolve difficult & long-standing issues. Worked closely with contractors and building crews to tackle big issues quickly, professionally & permanently.

## Work Experience

### ERA Real Estate

2015-12 - Present

Resident Manager

- Responsible for 60 residential units.
- Oversee a staff of four (4).
- Responsible for all plumbing, electric, building repairs, and HVAC repairs.
- Maintaining all building mechanicals to ensure they are in working order.

### Sotheby's International Realty

2011-06 - 2015-12

Residential Property Manager

- Managed the full day-to-day operations of this multi-million-dollar Real Estate Portfolio consisting of several residential apartment buildings as well as some commercial properties, it's staffing, budget balancing, payrolls, taxes and meeting officials.
- All repairs, managed the in-house staff of superintendents, handymen, porters & security guards.

### Camden Property Trust

2007-04 - 2011-05

Resident Apartment Manager

- Customer service & marketing.
- Assisted customers and tenants.
- Accounts receivable & resident relations.

## Education

### Talmudic College of Florida

2007 - 2011

Bachelor of Talmudic Law

## Skills

### Architectural

- Ability to read architectural plans and oversee construction crews on large building projects.

### Computer Skills

- Computer knowledge in Mac Systems, Microsoft Systems, Excel, Power Point and Word.

### Web/Mobile Project Management

Adept at agile project management.

### Research and Analysis

Oracle certified professional

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Records Service**

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**How to Write & Design a Professional Résumé to Get the Job** Dale Mayer, 2008 This book CD ROM guide arms job seekers with advice on writing and formatting different types of resumes and surviving the interview process It tells how to construct a resume in difficult situations such as a recent layoff spotty work history or criminal record and offers tips on specialty resumes for IT professionals self employed job seekers students executives and military personnel Worksheets case histories examples and a glossary are included The companion CD ROM contains about 30 real life resumes in Microsoft Word format so that readers can edit them to fit their needs

**The Black Book of Outsourcing** Douglas Brown, Scott Wilson, 2012-06-12 Revised for 2009 and beyond The Black Book of Outsourcing is a comprehensive guide and directory for the evolving field of outsourcing including expert advice on how to operate an outsourcing program Valuable governance checklists offshoring insights best practices and one of kind resources are featured in this bible of the outsourcing industry First published in 2005 this topical bestselling manual explores the evolution of both outsourcing buyers and suppliers Outsourcing and research gurus Douglas Brown and Scott Wilson chart a course of advice for business leaders charged with managing sourcing initiatives present a wealth of opportunities for job seekers and offer insights for entrepreneurial thinkers and investors worldwide

*An Uneasy Relationship* United States. Congress. Senate. Committee on Homeland Security and Governmental Affairs, 2010

**U. S. Government Films** United States. National Archives and Records Service, 1969

**U. S. Government Films** National Audiovisual Center, 1969

**U. S. Government Films** National Archives (U.S.), 1969

**Countdown: A Handbook for Senior High School Students - Bahamas** Monique Wilchcombe, 2009-08-18 This Ministry of Education approved handbook is designed to help Bahamian students prepare for the next step after graduation Matters specific to high school students in the Bahamas are addressed Included in this manual are Scholarship information quizzes relating to career college readiness job interview skills etc college and job application forms reference forms preparation timeline etc

**Microsoft Office 97 Interactive Course** Greg M. Perry, 1997 Self paced Office 97 training combines a book with cutting edge Web based educational resources to redefine corporate training The set includes step by step instructions hands on exercises interactive quizzes with immediate feedback certification and access to personal online mentors

**U.S. Government Films** , 1962

Computerworld , 2000-03-13 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

**Government Executive** , 1995

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