

Li Chang

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Objective: To increase the value of the property

PROFESSIONAL EXPERIENCE

1996-2008

- * Practical solid skills in property management starting from a heavy duty cleaner through various jobs including receptionist, building operator, site superintendent, account payable/receivable office administrator, to the designation of RCM with passion to build a in-depth career in property management

HIGHLIGHTS OF QUALIFICATIONS

- * 5+ years of experience in Property Management coordinating leases, maintenance, tenant matters
- * 7+ years of experience in Public Facility and Municipal Construction Projects
- * Solid knowledge and practice in tenant-landlord laws, condominium act, leasing criteria and regulations
- * Well developed practical skills in computerized office operations using Yardi in property management, Excel with Visual Basic Application in database management, Business Vision in accounting/ bookkeeping, and Windows, MS Word, Excel, Electronic Mail to efficiently work under fast pace environment
- * Highly organized and efficient as well as effective communication with interpersonal skills
- * A team player as well as an independent worker in Problem solving, Critical thinking, Job task planning and organizing
- * Extra Language skills in Mandarin, Taiwanese and Cantonese

Property Management Skills

- * Negotiated leases with potential and/or existing tenants and maintained leases in a sound operations
- * Prepared and administered contracts for property services as well as in-house services in areas of Electrical, Plumbing, Mechanical, Exterior maintenance, Interior maintenance, Grounds maintenance
- * Prepared operational budgets and performed budget control with thoughtful decision making through detail records on operating expenses and income into reports and charts.
- * Built and Maintained resident/tenant relationship to achieve client satisfaction

Project Management

- * Supervised construction projects to meet quality and schedule goals within budget
- * Prepared planning, proposals, procedures and necessary documents to successful achievements
- * Prepared tendering package including estimate cost of project
- * Conducted site inspection for property appraisal and evaluation in a view of property management
- * Supervised and managed health and safety aspects in a construction project

Hard Skills

- * Geological survey skills using theodolite, level
- * HVAC, electrical, plumbing, mechanical devices first hand trouble shooting and easy repairs

Interpersonal Skills

- * Coordinated a jobsite box meeting as well as an annual general meeting of a condominium
- * Listen and clarify people's opinion carefully; give directions clearly in steps strategically
- * Always seek win-win solutions in conflicts or complaints

CONTRIBUTIONS TO PROPERTIES

Condominium at Markham: Age: 10+ years, leasible floor area: 90,000- sq.ft. Units: 80+

- * Improved security and surveillance system to meet demanding requirement from tenant and keep extra services within operational budget
- * Renovated basement washroom using knowledge of previous career in civil engineering to achieve best cost effectively results with least interference to property operations
- * Leak trouble shooting with sewer pipes detour project management implementing problem solving skills, critical thinking and engineering methodology
- * Emergency handling included Sewer Backups, Power Outage, and Homicide Incident

Retail Plaza at Scarborough: Age: 25+ years, leasible floor area: 100,000+ sq.ft. Units: 25+

- * Replaced rooftop using conventional approach with least replacement of insulation to achieve best benefits
- * Improved Garbage collecting and recycling system to cut cost and satisfying tenant's needs
- * Win-Win solutions for tenant & Landlord on HVAC replacement
- * Break-ins handling: repair as soon as possible following preventive procedures

Property at Scarborough: Age: 30+ years, leasible floor area: 25,000+ sq.ft. Units: 20+

- * Renovated several HVAC units including equipments and duct works reaching to a balanced resources distribution that resulted in saving in hydro costs and prolonged the life expectancy of the equipments
- * Renovated illegal and dangerous electrical devices and conduits, in cooperation with licenced electrician, to protect both the tenants and the landlord
- * Managed emergency project of supply water main burst broken at midnight applying cost-efficient practice in balance of overtime construction cost versus revenue gain in shortened schedule
- * Set up working procedures to legal evictions

EMPLOYMENT HISTORY

Property manager	MSQ Realty Inc., Markham, Ontario	2003-2008
Field engineer	JC Construction, Taichung, Taiwan	1996-2002

EDUCATION & LICENCE

RCM (Registered Condominium Manager of ACMO), Ontario	2007
EIT (Engineer in training) in pursuing toward destination of P.Eng. of PEO, Ontario	present