

CONFIDENTIAL

CONTACT: propertymanagerRCM@Gmail.com

I am a Registered Condominium Manager (RCM) with five years experience in search of a full time property manager position in the Toronto area.

Education and Professional Development

- Registered Condominium Manager - ACMO 2009
- Landlord and Tenant Act – Mohawk College 2009
- Financial Management – Mohawk College 2007
- Administrative – Mohawk College 2007
- Human Relations – Mohawk College 2007
- Condominium Law – Mohawk College 2007
- Physical Building Management – Mohawk College 2006
- Business Management & Bookkeeping
- Computer Skills: MS Office Updated Version 2010, Security, Blogs and Internet Research
- WHIMS

Management Experiences

Condo High-rise

Garage paving – City Street parking procedures
Roof anchor upgrade for construction
Balcony and Envelope Restoration
Concrete restoration
Riser replacement
Make/up air roof re-design
Garage ventilation updates
Marble flooring, redecorating and wallpaper project – incl. lobby and security desk design
Emergency flood clean up

Security & Safety

Security camera update
Updated card access
Auto ID project for garage security
Door replacement
Rekeying to master project
Mould testing procedures
Air Quality testing and procedures
Fire & Safety upgrades and Fireplace safety

Legal

Union negotiations and procedures for renewal
Insurance claims due to massive flooding
Updating of corporation documents
Small Claims Court
Mediation
Insurance claims due to Slip & Falls
Rental of Corporation's Assets and sale of corporation's unit

Shared Facility

Swimming pool, Sauna, spa, and pool upkeep and repairs
Tennis Court
Commercial Charge backs and priority billing

Staff

Office Building manuals
Human resources unionized superintendents, cleaners, and security staff
Gatehouse Security staff
Staff Health & Safety WHMIS & CPR

Town Homes

Corporation documents updated
Roof replacement and repairs, eaves trough replacement
Attic inspection and report
Window and garage door replacement
Street sign replacements

Computer

Integra, Outlook
Windows7, Vista, XP 2007, MS Office updated versions 2007 and 2010
Digital picture & editing
Picture ID Cards
Information Sourcing, Administration duties – correspondence, notices, newsletters and blogs

Associations

National Association of Condominium Managers, NACM
Association of Condominium Managers of Ontario, ACMO

References available upon request