

Michael Stevens

Property Management Director

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Dynamic director of property management with over 10 years of experience in overseeing large residential portfolios. Skilled in strategic planning, budget management, and enhancing operational efficiency. Proven ability to lead diverse teams and drive significant improvements in property performance and tenant satisfaction.

PROFESSIONAL EXPERIENCE

Director of Property Management | June 2015

Coastal Realty Group, Miami, FL

- Manage a portfolio of over 1,000 residential units, focusing on maximizing occupancy and profitability through strategic initiatives.
- Develop and implement policies and procedures to improve operational efficiency and tenant satisfaction ratings by 20% within two years.
- Lead a team of 15 property managers and administrative staff, fostering a collaborative work environment.

Senior Property Manager | January 2012 – May 2015

Sunshine Properties, Miami, FL

- Oversaw property management operations for a portfolio of 500 units, including budgeting, rent collection, and tenant relations.
- Developed and maintained strong relationships with tenants, resulting in high renewal rates and reduced turnover.
- Conducted regular property inspections and collaborated with maintenance teams to ensure properties were well-maintained.

EDUCATION

Master's Degree in Business Administration

University of Miami, Coral Gables, FL March 2011

KEY SKILLS

- Strategic Planning
- Team Leadership
- Operational Efficiency
- Financial Management
- Tenant Relations