

FRANCESCA FIDALE

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CONDOMINIUM PROPERTY MANAGER

Objective:

I am looking to secure a position as a property manager within your organization utilizing my extensive experience and skills in the field.

Carrier summary:

A growth-oriented and highly talented Property Manager with a strong background in contract negotiations, boards of directors, monthly and Annual General Meetings, staff and contractor supervision, public relations, and administration for the effective operation of a professional environment.

Professional Profile:

- Customer Service
- Reporting to Boards of Directors
- Accounts Payable / Accounts Receivable
- Preparation of monthly management reports and yearly budgets and annual general meetings
- Reviewing monthly financial statements and preparation of 'variable' spreadsheets.
- Managing in-house and out staff
- All administration services including newsletters, mail-outs and notices to residents
- Over seen interior condominium renovations, underground garage restorations, installation and implementation of new chiller and cooling tower, elevator refurbishment, fan coil units, retaining walls
- A proven track record of accomplishments in property management, which has been achieved with effective leadership, thorough decision-making and excellent team-building skills.
- An effective self-starter with a background in customer service, team-oriented work and public relations developed through years of hands-on experience in various organizations.
- An individual who is results-oriented, self-motivated and reliable with superb communication, interpersonal, organizational and problem-solving skills.
- Innovative problem solver, able to proactively develop appropriate solutions to challenges in a variety of work environments.
- Solid computer skills including extensive experience with: Microsoft Office (Word, Excel, PowerPoint, and Access), Internet Browsers, and Outlook.
- Committed to learning and mastering new skills.
- Most definitely an individual readily accepting of challenges and new opportunities.

PROFESSIONAL EXPERIENCE

WILSON BLANCHARD PROPERTY MANAGEMENT PROPERTY MANAGER

2008 – 2010

- Operated properties in accordance with the management contract and approved annual budgets.
- Responsible for ensuring all Property Management policies, procedures and operations were executed to standard.
- Reviewed and evaluated repairs and maintenance requests to ensure they meet budgetary and operational expectations.
- Reviewed suites to ensure complete scope of work is consistent with established policies and procedures.
- Reviewed and approved new leases according to established leasing policy and procedure.
- Be responsible and accountable for the supervision and activities of all site staff.

BROOKFIELD PROPERTY MANAGEMENT

2005 – 2008

PROPERTY MANAGER

- Developed, administered and submitted annual operating and capital budgets.
- Completed monthly property reports, variance reports, and quarterly re-forecasts.
- Performed and documented monthly site and vacant suite inspections.
- Routinely followed up to ensure all deficient items identified are addressed in timely manner.

PEEL CONDOMINIUM CORPORATION 392

2001 - 2005

PROPERTY MANAGER

- Professionally and courteously handled all inquiries, feedback, complaints or concerns.
- Ensured a high level of resident relations is maintained through regular contact and proactive attention to resident needs.
- Maintained an overall focus on enhancing the customer experience.

EDUCATION

- **High School**
- **RCM Designation through Humber College**

REFERENCES AVAILABLE UPON REQUEST