

[REDACTED]
[REDACTED] Dix Hills, New York 11746 [REDACTED]
[REDACTED]

Business management professional with extensive experience implementing ways and means of increasing the value of real estate investments through creating effective administrative, financial and oversight processes. Seeking property management opportunities with a growth-oriented firm.

- Broad experience in diverse business management with a focus on revitalizing existing property to create maximum return on investment and profit potential.
- Excellent inter-personal skills used to partner with personnel at all levels and elicit key support for strategic projects.
- Exceptional communication skills, both written and verbal used to impart rationale, plans, goals and desired results clearly and effectively.
- Excellent computer and financial skills, as well as an ability to deal with people tactfully.
- Motivated self-starter able to work independently at the same time partnering with senior management to satisfy company needs and project goals.

Professional History

[REDACTED] Property Manager

Bay Shore, New York
2004 to Present

Wholly responsible for the administration, management and operations of this 8-unit strip mall on the South Shore of Long Island. Key responsibilities include handling the financial operations, ensuring that rent is collected and that mortgages, taxes, insurance premiums, payroll and maintenance bill are paid on time; negotiating contracts for services; effective adjudication of tenant issues and disputes; purchasing supplies and equipment; marketing vacant space to prospective tenants.

- Arranged for alterations, maintenance, upkeep and reconditioning of this property that was in dilapidated condition and in violation of several building, fire and safety codes. As a result of my problem-solving skills, and ability to negotiate favorable contracts, the property was revitalized in less than five months within budget and passed all building, fire and safety inspections.
- Developed financial and operations management practices that resulted in a 100% return on renovation expenses in under a year, full occupancy, and a 15% increase in net profits. Net profits for this fiscal period are projected to increase by an additional 10%.

[REDACTED] East Northport, New York
Manager 2000 to Present

Contribute to the success of this family-owned restaurant by managing daily operations. Coordinate activities of the kitchen and dining room. Oversee the inventory and ordering of food, equipment, and supplies, and arrange for the routine maintenance and upkeep of the equipment and facilities. Responsible for administrative and human-resource functions including recruiting new employees and monitoring employee performance and training.

[REDACTED] Hauppauge, New York
Intern 2001 to 2004

Contributed to the positive public image of Senator [REDACTED] by directing constituent questions and complaints to the proper outlet, and helping local townspeople with problems stemming with voter registration to obtaining Medicare benefits. Was also responsible for acquiring a working knowledge of local laws.

[REDACTED] Restaurant Bay Shore, New York
Manager 1995 to 2000

Education

Touro Law School Huntington, New York 11743
Completed one year of legal studies.

Hofstra University Hempstead, New York
Bachelor of Arts, Political Science 2003

Nassau Community College Garden City, New York
Associate of Arts, Political Science 2000

- Awards**
- Academic Honor Roll throughout high school
 - Earned several athletic awards while Football team captain at [REDACTED], New York

Languages

Sicilian Speak Sicilian fluently.
Italian Speak a dialect of Italian with moderate proficiency.
Spanish Have a rudimentary understanding of the language.

Volunteerism Volunteer every two years for the State Senate campaign.