

Maxine Curry

Estates Manager

AREAS OF EXPERTISE

Transaction management

Rents reviews

Lease renewals

Property maintenance

Deal making

Team meetings

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Passionate

Forward thinking

Focused

Hard working

CONTACT

*Maxine Curry
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*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A well organised, astute and competent Estates Manager who can support a company in all areas of its commercial estate management. Maxine is a business minded individual who has up to date knowledge of the property market. She will have no trouble developing and implementing estates policies, procedures and plans. Furthermore, she can more than ensure that budgets for rents and rates will be effectively managed. Her present employer is very satisfied with her work rate, and she is confident that she can bring the same level of high performance to your company. Right now she would like to join a company that is actively looking to recruit the best and brightest talent that the industry has to offer.

WORK EXPERIENCE

Company name – Location

ESTATES MANAGER Jun 2013 – Present

Responsible for reporting direct to the Head of Estates and for managing a regional portfolio of properties on behalf of clients.

Duties:

- Providing solutions to day to day property management issues.
- Identifying opportunities in the occupied portfolio and sublet portfolio to maximise income and minimise debt.
- Advising colleagues and clients on estate strategy issues.
- Undertaking negotiations with landlords their professional advisors and related third parties.
- Liaising with Building Surveyors on repairs and issues like dilapidations liability.
- Reviewing & escalating as necessary all complaints, disputes, ad hoc fee requests etc.
- Ensuring that all estates comply with statutory requirements, standards, legislation, and relevant Health and Safety laws.
- Minimising sub-tenants' arrears and dealing with tenant account queries.
- Monitoring of contractor performance against agreed standards and response times and dealing with areas of poor performance as appropriate.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Securing all property related necessary services and facilities at the lowest cost.
- Dealing with title issues, neighbourly matters and property ownership.
- Able to have input into all levels of a business.

ACADEMIC QUALIFICATIONS

Nuneaton University *2008 - 2011*
BSc (Hons) Sales Management

Coventry Central College *2005 - 2008*
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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