

# Maxine Curry

## Property Manager

### AREAS OF EXPERTISE

*Planning building works*  
*Property inspections*  
*Change management*  
*Managing risks*  
*Leading clients*  
*Organising repair works*

### PROFESSIONAL

*Fire Marshall*  
*MSP qualification*

### PERSONAL SKILLS

*Agile*  
*Trustworthy*  
*Courageous*  
*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
*B18 6NF*  
*T: 0121 638 0026*  
*M: 0121 638 0026*  
*E: info@dayjob.com*

*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

A hard-working and organised individual who enjoys improving life for those who live in a communal environment. Maxine is an expert at reducing costs, minimising waste control and maximising rent yield. She has extensive experience of liaising with landlords, tenants, tradespeople and letting negotiators. On a personal level she focuses more on customer service than on sales targets. As a true professional she is not afraid to ask tough questions or confront problems head on. She is somebody who is seeking to further their career with a company that has an admired track record of customer service, and growth.

### WORK EXPERIENCE

#### *Company name – Birmingham*

PROPERTY MANAGER      Jun 2013 – Present

Responsible for being the first point of contact for both landlords and tenants and for ensuring that each tenancy runs smoothly from start to finish.

#### *Duties:*

- Providing advice and assistance to letting agents and potential clients.
- Dealing with any property maintenance requirements.
- Ensuring that all property team members are working to the required standards.
- Undertaking property surveys and preparing term maintenance plans.
- Managing suppliers and third party contractors.
- Providing great service to clients.
- Making preparations for the start of a tenancy
- Ensuring that landlords comply with current and relevant legislation.
- Dealing with general tenancy related queries.
- Delivering reports to the senior management board on any findings
- Undertaking regular property inspections.

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Defining the Scope and Specification of any property related work to be carried out.
- Confident when dealing with high net worth clients.
- Reading and understanding leases and contracts.
- Confident when liaising with clients via phone, email and letter.
- Following procedures to ensure that service standards are consistent.
- Improving compliance and reducing costs.
- Commercially minded and have sound business ethics.

### ACADEMIC QUALIFICATIONS

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

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

**REFERENCES** – Available on request.



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