
Building Administrator Resume

Job Objective

Building Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Summary of Qualifications:

- Strong experience in administering property and real estate
 - Sound knowledge of the property management functions
 - Expertise in selecting the tenants, maintaining and insuring the property
 - Outstanding knowledge of record keeping, budget preparations and keeping the accounts
 - Ability to understand the specifications for the property, interpret the guidelines laid by the government
 - Ability to prepare reports of real estate holdings and rental income
 - Familiarity with local real estate laws, property identification and the property management functions
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Work Experience:

Building Administrator, November 2007 – Present
University Plaza, Collbran, CO

- Prepared bids for the maintenance project and then selected various vendors and contractors to complete the project.
- Oversaw any violation made by the tenant and if any criminal acts are being carried in the property.
- Designed architectural changes on the property according to the need of the owners of the property.
- Allocated budget for the repair and maintenance of the property on a regular basis.
- Ensured that the contract clauses are met by the tenants and there are no violations to it.
- Prepared records for the monthly board meeting and attend the meetings regularly.
- Analyzed the new Declaration of House rules to ensure that it is followed in the properties.

Building Administrator, December 2001 – October 2007
GE Technology Infrastructure, Collbran, CO

- Prepared the rent appraisals and lease agreements for the property.
 - Assisted the building commission members, County and the city administration in formulating new policies and objectives.
 - Developed the security systems and coordinated with the building staff for its proper functioning.
 - Maintained an inventory of the products purchased for the up keep of the building.
 - Prepared reports for improvements such as cost effects on the public, environmental projects and collect data to support the claims in the public hearings.
 - Allocated budget for the County Commission and administered its proper utilization, documented the finances, taxes and various bonds associated.
 - Facilitated changes in the building operations in accordance with the Federal and State laws of Building Commissions.
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Education:

Bachelor's Degree in Business Administration, Schreiner University, Kerrville, TX

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