



JONATHAN ARAGONES

BUILDING / FACILITIES MANAGER

PROFILE

I have more than (5) five years of experience in building and facilities management and (12) twelve years in business development. I previously managing (4) four residential building sites that have (11) eleven buildings with multi-townhouses and commercial tenancies, including concierge staff, security staff, and onsite contractors.

OBJECTIVE

I am looking for a position where my organizational skill sets and the ability to work well with people will grow. Demonstrating my knowledge and experiences in construction and development is a pleasure, which showcases my management skills in occupational health and safety, maintenance of essential services, and managing communal facilities. For me having great responsibility is a growth to utilize and develop my skills in negotiation, customer service, and leadership.

CONTACT

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ACHIEVEMENTS

2015 Appointed as Admin Building Manager. After (3) three months at work, I have been appointed to join the team to look after Prima Tower, one of the highest residential building towers in Southbank CBD.

2016 Appointed as Admin Defect Manager. The Matrix system that I developed was successful, and it has been using in other buildings.

2017 Appointed as Sole Building Manager. Royal Elizabeth was appointed to me since it received the occupancy permit.

Companies Award: The team is receiving compliments from clients for having a high customer service level.

2019 & 2020 Awarded - Royal Elizabeth 3rd Best Rated. We have been recognized as one of the Top 3 Apartments on;

<https://threebestated.com.au/apartments-for-rent-in-melbourne-vic>

Companies Award: Our department received multiple awards in the company as the most high-performance achiever team.

2019 Appointed as Multi-Building Manager. While looking after Royal Elizabeth, I was appointed to look after another (2) two more sites with (3) three residential complex buildings.

2020 Appointed as Multi-Building Manager with more mixed buildings. I was appointed and trusted to manage another site with (8) eight mixed residential buildings on top of the other three sites with (3) three-building complex and one tower that I am looking after.

WORK EXPERIENCE

Connect Facilities - Multi Building Manager
2015 - 2021 (+5 yrs. experience)

Managing Class 2 Multi-Dwelling Buildings under multiple Corporation Management. Implementing registered Owners Corporation rules and creating a happy community by educating all patrons to follow the rules. Making sure all assets are compliant and AESMR documentation are up to date. So, altogether my portfolio was (4) sites with complete building management tasks all assigned to me.

SKILLS

- CRM Proficient
- Excellent Customer Care
- Methodical Multitasking
- Outstanding Verbal & Written Communication
- Complaint Resolution
- Strategic Sales Knowledge
- Critical Thinking & Problem Solving
- Effective Time Management
- Work Under Pressure
- Work in a Team
- Leadership
- Fast Learner

EDUCATION

- Bachelor of Science in Information Technology. (Post Grad)
RMIT - Open University online study (Australia)
- Certificate III Transport & Logistics Warehouse Operation.
FORESITE Transport & Logistic Training Centre (Australia)
- Certificate III Micro Business Management & Entrepreneurship.
NEIS Program - KANGAN Batman Institute (Australia)
- Certificate of Real Estate Agent Representative.
KANGAN Batman Institute (Australia)
- Training Certificate in Workplace Professionalism Trading Work
WCIG Trade Training Centre (Australia)
- Bachelor of Science in Electrical Engineering. (Post Grad)
UNIVERSITY OF THE EAST (Philippines)
- Diploma Certificate of Computer System Network & Technology
AMA Computer Learning Centre (Philippines)

REFERENCE

Will be provided upon request.

OTHER EXPERIENCE

UniLodge College Square YMCA Australia - Property Manager
2014 - 2015 (+1 yr. experience)

Helping Rental Property Management

Conducting property inspection, Making condition report.

Assigning work orders for repairs and maintenance.

Updating all files and documents for new tenants.

Assigning new accounts for new leased agreements.

Preparing all documents for the end of the lease.

Lodging work task for the end of the lease.

Executing leased agreements with the new tenants.

WORK STYLE

Personality: ENFJ

A Protagonist (ENFJ) is a person with the Extraverted, Intuitive, Feeling, and Judging personality traits. These warm, forthright types love helping others, and they tend to have strong ideas and values. They back their perspective with the creative energy to achieve their goals.

Cited: <https://www.16personalities.com/enfj-personality>.

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|-------------|------|----------------|------|
| Extraverted | 61 % | Administrative | 83 % |
| Intuitive | 51 % | Analytical | 87 % |
| Judging | 63 % | Creative | 78 % |
| Assertive | 75 % | Practical | 80 % |

KNOWLEDGE

Computer System Network & Technology

CCTV: Milestone, iVMS, HikVision, Xstream; SECURITY SYSTEM: Integrity, Insight; Microsoft Software's & App; VOIP - Voice Over IP Technology and Management, Website & Software Development.

Customer Relationship Management Software

ENTO Software for Rostering management, KINDRED Software Keyvision for Residential & Contractor Management, MYBOS Software for Residential & Contractor Management, X.I MATRIX Software for Residential Management.

Trained to Perform High Risk Work

Currently possessing Work Safe Victoria Licence for Occupational Health & Safety Construction Induction. Was possessing Work Safe Victoria Licence for Classes LO & LF. Trained by St. John Ambulance Australia to provide First Aid (HLTAID003), Certification was issued on 17/10/2015.

Real Estate, Logistics and Warehouse

Certified Real Estate Agent Representative. Certified in Transport & Logistic Warehouse Operation. Certified in Workplace Professionalism for Trades Work from WCIG Trading Agency.

