

Michael L. Visque

michaervisque@outlook.com ❖ (619) 431-2481 ❖ San Diego, California

WORK EXPERIENCE

Capstone on Campus Management (University Village Apartments and The QUAD)

Dec. 2017 – May 2020

San Marcos, CA

Maintenance Administrator

- Managed energy saving sensors and devices through the Locbit energy management platform.
- Created automations through the energy management platform to eliminate energy waste and monitor any discrepancies proactively.
- Maintained and provided documentation of support for the gigabyte passive optical network (GPON) equipment and monitoring systems.
- Programmed building locks and retrieved lock data for audit trails.
- Distributed work orders and entered updates and documentation into a tracking database.
- Communicated with residents regarding work requests to ensure satisfaction.
- Trained employees for the use of the Integra 5 Software, GPON shutdown procedures, energy management platform, and the extended portable programmer (XPP) machine to communicate with Onity Locks.
- Consolidated and accurately described expenses; as well as appropriately assigning GL codes, vendors, fiscal year, and other special tracking that is required.
- Managed vendor contact and invoices.
- Participated in an emergency on-call rotation.

Capstone on Campus Management (University Village Apartments and The QUAD)

Aug 2017 – Dec. 2017

San Marcos, CA

Leasing Agent

- Assisted licensing staff with the licensing process through the PropertyBoss software.
- Gave tours and answered various questions regarding the leasing process.
- Input maintenance requests.
- Displayed professionalism, initiative, and flexibility when interacting with guests, residents, housing staff, and all University personnel.

Capstone on Campus Management (University Village Apartments and The QUAD)

May 2017 – Aug. 2017

San Marcos, CA

Summer Conference Concierge

- General office organization including filing, completing group paperwork, processing final guarantees, creating client welcome packets (floor plans, parking permits, etc.) and other duties as assigned.
- Met with clients and ensured assigned facilities were prepared to the clients' standards.
- Provided back-up assistance to the operations and maintenance staff with apartment preparation including moving furniture as well as event equipment set-up and light custodial work.
- Worked as a liaison between client and Summer Conference team, housing and campus community.

SKILLS & INTERESTS

- **Technical Skills:** JavaScript | Node.js | jQuery | PHP | MongoDB | React | Automations | Express | CSS | HTML5 | Version Control | UX/UI Design | Google Firebase | Heroku | API | Adobe Suite | Microsoft Office
- **General Skills:** Strategic Planning | Mechanical Aptitude | Work Efficiently Under Pressure | Versatile | Project Management | Detail Oriented | Quick and Efficient Studier | Hand Tools | Power Tools
- **Interests:** Outer Space | Sports | Coding | Reading | Cooking | NASA | Robotics | Cats | Dogs

PORTFOLIO

I have my projects showcased on my personal website at — visque.me
My website and projects are all mobile friendly.

EDUCATION

Miramar College, San Diego

August, 2021