

# Michael Visque II

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## WORK EXPERIENCE

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

**Dec. 2017 – Present**

*San Marcos, CA*

#### *Maintenance Administrator/Technician*

- Assist the maintenance manager with protecting, maintaining, and enhancing the residential community for the benefit of the residents and university.
- Conduct daily general inspections of assigned buildings. Report findings to appropriate personnel and troubleshoot when necessary.
- Manage vendor contact and invoices: landscape, plumbing, elevator, fire safety, etc.
- Distribute work orders and enter updates into tracking database and communicate/follow-up with residents regarding work requests.
- Effectively interact with a diverse group of people.
- Consolidate and accurately describe expenses; as well as appropriately assigning GL codes, vendors, fiscal year, and other special tracking that is required.
- Diffuse resident issues or concerns in a calm and professional demeanor.
- Train coworkers for the use of the Integra 5 Software and XPP machine to communicate with Onity Locks.
- Monitor expenses and assist with controlling the budget for the maintenance department.
- Maintain a safe working environment according to local, federal, state, and university requirements.
- Assist with turn management and move-in. Coordinate and oversee assigned aspects of the turn period including but not limited to RFP, weekly-meetings, inspections, maintenance, painting, cleaning, floor-care.
- Participate in an emergency on-call rotation.

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

**Aug 2017 – Dec. 2017**

*San Marcos, CA*

#### *Desk Assistant*

- Assist licensing staff with the licensing process.
- Give tours and answer various questions regarding the leasing process.
- Input maintenance requests.
- Carry out various administrative duties as assigned.
- Display 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.
- Meet with clients and ensure assigned facilities are prepared professionally and are up to 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.
- Work as liaison between client and Summer Conference team, housing and campus community.

## EDUCATION

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Temecula Valley High School

May, 2016

*Diploma*

*Temecula, CA*

- Five-year Advanced Via Individual Determination (AVID) student.

## CERTIFICATIONS

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*HVAC*

November, 2019

*San Diego, CA*

- EPA Section 608 Universal Certification

## SKILLS & INTERESTS

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- **Skills:** Microsoft Office, PropertyBoss Software, Integra Software (Onity), BBVA Compass, strategic planning, work efficiently under pressure, versatile, project management, detail oriented, quick and efficient studier.
- **Interests:** Sports, hiking, computer science, reading, traveling, cooking, NASA, engineering, cats and dogs.