

Andrew C. Andersen
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910 W Saint James ST, 2W, Arlington Heights, IL 60005 ♦ 630-699-2406

PROFESSIONAL EXPERIENCE

Community Specialists

June 2011 – Present

Assistant Property Manager

- Oversee day-to-day operations of a 680 unit high-rise condominium.
- Respond to resident concerns/complaints in a timely and professional manner.
- Manage payroll, time-off requests, employee concerns and staff education for staff of 25 full and part-time employees.
- Review/approve owner construction requests; correspond with contractors to ensure work meets building requirements.
- Oversee all phases of capital improvement projects.
- Collaborate with on-site staff and outside contractors/service providers to maintain common elements and ensure high level resident satisfaction.

Accounts Administrator

- Manage accounts for the building's 680 Units; bill for services, accept assessments, and track delinquencies.
- Ensure prompt payment of invoices while allocating funds to appropriate accounts based on annual budget.
- Track the financial well-being of the building.
- Provide timely and detailed updates to the Board of Directors on the financial status of the building.

Door Staff

- Ensure security of building by only granting access to the appropriate parties.
- Accept deliveries and contractors on behalf of the residents.

EDUCATION

Northwestern School of Professional Studies
Full Stack Coding Bootcamp

September 2018 - Present

Miami University, Oxford, OH
Bachelor of Arts

May 2011

- Major: Psychology, Zoology; Minor: Neuroscience

SKILLS/CERTIFICATIONS

- Proficient with HTML, CSS, Javascript, JQuery and Bootstrap
- Certified Manager of Community Associations (CMCA)
- Association Management Specialist (AMS)
- Proficient with Jenark Property Management Software
- Experienced with Microsoft Word, PowerPoint, and Excel

References available upon request