Andrew Liburdi  
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Rocky Hill, Ct 06067  
860-833-7634  
   
SUMMARY:  
­ Over eleven years of diversified experience in Federal  
Housing, Property Management and Fitness organizations with a focus on management.  
­ Federal Security Clearance.  
­ Knowledge of Section 8 regulations/procedures.  
­ CPR/First Aid (American Red Cross).  
­ Computer literate (Microsoft Office).  
  
\* Flexible \* Results Oriented  
\* Analytical \* Effective Communicator  
\* Leader \* Problem Solver  
  
Proven ability to:  
­ "Close a sale".  
­ Manage multiple tasks at one time.  
­ Interface effectively with customers and all levels of organizational personnel.  
­ Hire, train, supervise and coach personnel.  
­ Work independently and contribute to a team effort.  
­ Work well in a fast paced, high-pressure environment.

**Vesta Management Corporation**                                                   May, 2010 to November 2010

Property Manager:

The Property Manager is responsible for overseeing the day- to-day implementation of Vestas Management’s polices, procedures, and programs that will assure a well managed   and well maintained community. The Property Manager places maximum emphasis on positive response to the concerns and needs of the residents, environmental health and safety, and quality programs, in coordination and conjunction with the company’s goals and objectives.

**Crowninshield Management Corporation**                                      September, 2009 to March 2010

Property Manager:  Manage daily operations of Market Rental Property.  Duties include rent collection, deposits and daily accounting.  Writing memos, lease renewals, showing and leasing vacant apartments and maintaining resident files.  CHFA requirements include approval of rent increases and TPS report.  Contact vendors; direct and manage maintance as needed.  Back up support for subsidized housing property include the same aspects of rent collection and computer input.  Annuals, interims, move-in’s and move-outs, security deposit interest, collection and refunds, NSF, direct debit and resident charges.  Experience with Excel , Microsoft Word, Outlook, Yardi and Jenark computer software.

EXPERIENCE: OPERATIONS MANAGEMENT/SALES/CUSTOMER SERVICE  
Leasing Agent - Harbor Realty Advisors  
. Coordinated leasing and resident retention for a 486 apartment unit property.  
. Marketed property through various print media.  
. Conducted tenant credit/background checks.  
. Negotiated leases and supervised the move-in process.  
. Resolved tenant problems utilizing strong communications skills.  
. Generated weekly operational reports.  
. Ensured effective property "curb appeal".  
Accomplishments:  
­ Consistently maintained a 98% occupancy rate.  
  
Property Manager - Forest Properties Management  
. Managed maintenance for a 104 apartment unit complex and  
grounds (one of fifty company properties in the northeast).  
. Coordinated bidding process and selected and supervised subcontractors.  
. Resolved tenant issues with a focus on resident retention.  
. Acquired knowledge of Section 8 regulations and procedures.  
  
Accomplishments:  
­ Maintained 95-98% occupancy.  
  
  
  
Property Manager - Grove Property Services/Equity Residential  
. Managed two properties with 158 rental units (one of 90  
company properties in the Northeast) with a focus on resident retention.  
. Coordinated facility and grounds  
maintenance including selection and supervision of subcontractors.  
  
Operations Manager -World Gym  
. Managed daily fitness facility operations with a focus on client retention and sales.  
. Created various marketing materials including brochures  
and designed advertisements for placement in newspapers.  
. Supervised inventory and merchandising of products including juice bar operations.  
. Implemented improvements to client exercise programs.  
  
SUPERVISION/BUDGETING  
Property Manager - Forest Properties Management  
. Hired and supervised ten staff including maintenance, leasing and cleaning personnel.  
. Formulated property budget of $825K with Regional Property Manager.  
  
Property Manager - Grove Property Services/Equity Residential  
. Hired and managed twenty personnel.  
. Managed a $750K budget.  
  
Operations Manager -World Gym  
. Hired, trained and supervised fifteen personnel.  
  
ADMINISTRATIVE  
Mortgage Compliance Specialist - HMBI  
. Perform mortgage compliance and resident  
retention duties for a HUD management company.  
. Evaluate mortgage requests for extensions, address title  
issues, monitor evictions and review titles and claims.  
. Ensure contractor and bank compliance to HUD regulation.  
EMPLOYMENT:  
2005-2007 HMBI - Hartford , Connecticut  
2003-2005 Harbor Realty Advisors - New Britain, Connecticut  
2001-2002 Forest Properties Management - Boston , Massachusetts  
1998-2001 Grove Property Services/Equity Residential - Hartford , Connecticut  
1996-1998 World Gym - Newington, Connecticut  
  
TRAINING/  
EDUCATION: Forest Properties Management/Grove Property Services  
­ Various company sponsored training courses  
including sales, management and resident retention.