Andrew R. Knights

8 Irene Drive

Westfield, Massachusetts 01085

(617) 959-1188 • Akpropertymgt@yahoo.com

**Objective:** Continue to apply and develop my Property and Facility Management experience.

**Qualified by:**

* Regional and Onsite Facility and Property management experience and Project Management including contract negotiations, analyzing bids/as-builds, estimating experience, experience maintaining tenant and vendor relations.
* Experience managing high ends residential Condominium Management, HUD (section 8), Multifamily and Commercial portfolios.
* Direct knowledge of commercial and residential plumbing, HVAC systems, electric systems, roofing, ventilation exterior and interior remodeling, landscaping, OSHA compliances, hazard and safety communication, asbestos, lead hazards, ergonomics, indoor air quality management and pollution control, water pollution and control, hazardous waste, emergency response systems, site assessments and audits and security systems. Extensive knowledge of current (MA) building codes, federal compliances, and regulations.
* Experience managing and supervising multiple employees/vendors (20), managing and working with condo associations and directing and reporting to board of trustees in order to maintain and improve upon current standing regarding financial budgets, capital improvement projects, developments and implementing/creating preventative maintenance programs.
* Consistent high level of initiative and motivation with a proven ability to work independently.
* Strong time management, communicative and organizational skills have allowed me to achieve and exceed expectations.
* Knowledge of computer systems includes Excel, PowerPoint, Microsoft word, Yardi, Quicken, and Peachtree.

*Knights Realty Group*

*A* successful private residential real estate management and construction company.

**Owner/Regional Property Manager (July 15th 2010-Current)**

*Boston, MA*

* Currently manage oversee 678 residential multifamily units throughout the New England and New York.
* Analyzed monthly financial performance and prepare variance reports for private owners.
* Developed and monitored operating and capital budgets.
* Thoroughly reviewed leases to ensure proper income/charge backs and escalations for tenants.
* Negotiated all vendor/service contracts to control expenditures.
* Provided timely collection procedures to tenant delinquencies, evictions and legal notices.
* Responded to emergency situations and make appropriate decisions for the well being and protection of the property and tenants
* Facilitated tenant improvement planning and pricing, remodeling and capital projects.
* Established marketing strategies and raised rents 16 percent, collected $84,000 the first month on the job of the outstanding $93,500 aged receivables (zero to 60 days).
* Managed and oversaw 385,000 in renovations to the properties. I was in charge of allocating the funds in order to gain the best return on investment,
* In 4 months of operation, preleased 53 units that were in pre construction condition.
* Stabilized a $4.5 million dollar portfolio that was in debt, behind on collections, and overall unstable.
* Managed the maintenance staff, hiring vendors and contractors.

*Mediate Management*

A successful real estate management company (Voted Boston’s Best 2009).

**Facility Manager (2006-July15th 2010)** *Boston, MA*

* Manage and maintain a 30 million dollar high-end residential building in historic Beacon Hill.
* Saved “Phillips Condo Association” 33 percent in operating cost expenses in first year of year employment due to the direct knowledge of building operations, functions and estimating experience Renegotiated and hired new vendors, limited Electrical/plumbing costs, implemented energy efficient savings program which included elevator and generator wattage, Implemented new energy savings HVAC systems (exterior 4 ton carrier unit), renegotiated with current/overpriced vendors, examined all current and future bids, ordered direct materials (in house).
* Reported directly to 6 Board of Trustees. Reports include opinions and directions regarding current operating budgets, maintenance and capital improvement, tenant issues, and providing cost efficient solutions. Responsible for maintaining and adjusting (saving) all current operating budgets with the purpose of creating a large reserve for association which helps reduce all future site assessments. Acted as a direct liaison between unit owners, tenants, the board of directors, upper level management at Mediate, and the board of trustees at Phillips Condo Association.

*AK Management*

**Property Manager/Sales/Estimations/Co-Owner (2003-2006)** *Boston, MA*

A successful residential property management firm.

* Built and managed a Portfolio of 320 residential units (HOA and Multi-family Apartments) within three years of operation.
* Managed my portfolio’s financials, budgets, sales, collections, construction, and capital improvement projects. Met with associations directly and sold the company services. Researched the need for a company that provided clients with direct means of communication as this was lacking in the industry (current high turnover rate in the residential market. Managed all emergency calls, tenant evictions, maintenance, transitions, build outs, leasing/sales, monthly inspections, and financial operations.
* Negotiated all prices, estimations, and closed sales.
* Helped numerous associations’ clear previously inherited liens. Generated positive cash flows by decreasing costs and expenses. Negotiated between previous and current unit owners, lawyers, and the city of Boston to remove leans on troubled associations. Set up and divided payment amounts according to ownership percentages and daily accruing compounding interest to erase leans.

*Howland Development*

**Assistant Property Manager/Intern (2000-2003)**

*Wilmington, MA*

A successful commercial real estate firm.

* + - Maintained open communications and solved a variety of facility and tenant problems on a daily basis.
    - Communicated with corporate tenants, prospective tenants, and managed facilities maintenance personnel vendors,
    - Served as an understudy to the Owner, Property Manager, and Vice President of Marketing.
    - Solved maintenance problems.
    - Learned accounting software and implemented budget and vendor management strategies.

**Education: University of Tampa/Southern New Hampshire University**

*Bachelor of Science in Business studies/ Organizational Leadership*

**Certifications and Licenses**

1**.** Massachusetts Construction Supervisor License 2.Massachusetts Real Estate License4.HVAC Apprentice license, 5.Candidate Registered Property Administrator 6.Certified Property Manager Designation 2012 *BOMI International/IREM*