

George Ciurca

4a Thyra Grove, London, N12 8HD

07411 628737

george.ciurca@gmail.com

Professional profile:

My GitHub profile: <https://github.com/georgeciurca>

My personal website: <http://georgec.co.uk>

- Motivated Junior Software Developer with extensive knowledge of HTML, CSS and JavaScript;
- I have more than 2 years of practical experience in software development. I am skilled at using my technical software knowledge and I can deliver software that meets client specifications and requirements;
- I am proficient on the platforms I learned and worked on so far and I am very keen to continue developing my skills and experience with the latest development tools.
- I have extensive exposure to project management due to my previous jobs in the real estate and banking industries;
- I am highly qualified in customer service-based roles requiring an emphasis on customer/client satisfaction;
- I have excellent interpersonal skills like communication, relationship development and a great ability to understand and deal with difficult situations;
- I have a proven ability to save costs and grow revenue through analytical thinking and financial management;
- I am comfortable working against tight deadlines as I possess methodical working practices and the ability to prioritise efficiently;
- I am also a fast thinking problem solver of different property management issues using practical judgement, a wide knowledge base and a very pragmatic outlook;
- I am also known as a multi-tasking, highly organised individual who has did his outmost to the overall success of the organisation.

Core strengths:

- Complex Problem Resolution
- Customer Service / Client Satisfaction
- Analytical & Decision making skills
- Fast learner, keen on learning new technologies
- Multi-tasking and highly organised
- Keen eye on design
- Problem solver

Career Summary:

October 2021 – present: Web Developer

Intensive study of HTML, CSS and JavaScript

- Multiple mini projects completed as shown on my personal website and GitHub account;
 - Several bootcamp courses completed;
 - Freecodecamp courses completed with certification;
 - Few websites created in HTML and CSS to prove good understanding of both programming languages;
 - Multiple JavaScript projects created as part of the learning progress;
 - Multiple Udemy Courses completed: Bootcamps, JavaScript courses, Project Courses
-

February 2017 – October 2021: PSM Group

Group property manager - managing all group properties (approx. 900 units)

- Communicate regularly with landlords and investors on vacancy rates, tenants issues and physical condition of the properties whilst managing different maintenance issues and expenses;
- Responsible for being the first point of contact for both landlords and tenants;
- Managing a team of 5 employees and efficiently use their skills to solve every day maintenance issues;
- Professionally resolve tenant complaints and property concerns; proven efficiency resolving emergency after hour issues (on-call 24/7);
- Organise and approve budgets for projects refurbishment. Organise works and supervise the projects until completion;
- Solving all property maintenance issues: scheduling regular maintenance and repairs, conduction property inspections every 3 to 6 months to ensure the property is in good working order and well maintained;
- Supervise rent collection, deposits and manage financial reports for owners;
- Conducting inventory inspections, check-out inspections, assisting tenants moving in and out of the properties;
- Plan and develop the modernisation and revitalisation of properties; ensure that work carried meets the current building codes and safety regulations;
- Supervise the necessary works needed for certain properties in the portfolio to comply with current HMO regulations;
- Keep all gas and electric certificates up to date;
- Oversee eviction proceedings;
- Managing all third party contractors: electricians, plumbers, pest control, gardeners and cleaners;
- Conduction regular site visits to ensure optimal maintenance performance for all company staff;
- Ensure staffing levels are maintained so there is adequate cover for all departments at all times.

September 2016 – February 2017: Martyn Gerrard

Property manager – managing a portfolio of approx.170 properties

- Deal with day-to-day maintenance issues;
- Daily check of rental arrears, prepare and supply financial reports for landlords;
- Organise property inspections, present reports to the landlords;
- Deal with property repairs: organise quotes, present costs to the landlords, survey repairs progress and constantly inform the landlords;
- Constantly monitor the portfolio and keep updated all gas certificates and electric certificates;
- Organise monthly property inspection and update the in house system;
- Involved in switching the company system from CFP to ReapiT;
- Serve the appropriate notices to tenants following landlords instructions;
- Prepare and dispute tenant deposit claims;

February 2011 – September 2016: Magic Homes

Property manager – managing a portfolio of approx. 300 properties

- Deal with day-to-day maintenance issues;
- Organise and keep up to date all gas and electric certificates for the company;
- Be the first point of contact for both landlords and tenants;
- Collect rents, deposits and prepare financial reports for the landlords;
- Carry property inspections every 6 months and present reports to the landlords;
- Organise all external contractors and prioritise repair works;
- Efficiently deal with all local authorities, dealing with council requests.

January 2012 – present: GN Photography Ltd

Director

- Running a photography company in partnership with my wife;
- Maximizing profit through effective cost-control, detailed analysis of financial data and strategic use of corporate contacts and media;
- Providing outstanding customer service and support care;
- Building relationships with our customer base and cross sell our product range;
- Maintaining efficient office administration;
- Working creatively with different partners to facilitate promotional activity.

2005 – 2011 RBS Bank

Senior Corporate Relationship Manager

- Achieving and exceeding sales targets;
- Providing outstanding customer care service and support to corporate clients;
- Managing a portfolio of 150 corporate companies;

- Coordinating 2 junior relationship manager assistants;
- Dealing with day-to-day clients requests;
- Organising regular meetings with existing clients in order to cross sell our products;
- Actively involved in developing the clients database;

Personal details:

Languages: English, Romanian, Greek (conversational)

Driving: Full clean licence

Health: Excellent, non-smoker

Hobbies: Photography, Traveling, Cars.