

Nandy Rodrigo

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I am a building manager who is pursuing a career change as a Software Developer. I will graduate from the General Assembly Software Engineering Immersive bootcamp in September 2020. Having studied Materials Engineering at University I have always enjoyed solving complex problems, and dabbling in coding. In recent months I have found a love for coding. Through working with mentors, joining MeetUp groups and doing online research, I have decided to pursue coding as a career.

With a focus on creative problem solving, I strive to deliver exceptional results at every opportunity. Both intelligent and well mannered, I strive to continuously improve my skills whilst working towards the best outcome for customers, clients and peers. My time as a Building Manager has helped me hone my customer service skills and attention to detail. With several years of managing experience at prestigious sites across Melbourne, I always aim for a high standard of professionalism.

Key skills

Problem Solving - I enjoy solving complex problems and strive to find creative solutions and outcomes. Through understanding the problem and affective parties, I test my assumptions, learn from outcomes and make further adjustments as required.

Communication and Networking - Exceptional relationship and communication skills both verbal and written. Skilled at communicating with a range of people from stakeholders, to contractors and customers.

Collaboration - Whilst skilled at working by myself, I enjoy being a member of a team. I strive for alignment to our shared goal, using negotiation, communication and trust to find the best solution.

People and Stakeholder Management - Experience in working with and managing various people through organisations. When managing staff I ensure the high-quality completion of the allocated work while also ensuring team morale and job satisfaction remains high.

Project Management - Skilled in the management of projects to ensure the successful completion of works. Including the organising and management of site-related maintenance and upgrades.

Employment History

Building Manager

July 2019 - Present

MICM Property – 54-68 Kavanagh St, Southbank (Southbank Place)

Key responsibilities:

- Being the first Building Manager in this new high-end residential complex, I have successfully implemented site-wide procedures, contractor negotiations, staff processes, maintenance plans, and essential services schedules.
- Negotiating and assessing tender contracts for all essential services to ensuring high quality and cost-efficient services for the site.
- Implementing a strategic preventative maintenance program to ensure continuity of services and operations across the site.
- Managing the cataloging and overseeing the completion of numerous site defects during the defect liability period.
- Raising the caliber of current personnel through training and coaching.
- Ensuring the building is compliant to the Australian standard to retain the building's occupancy permit.

Building Manager

November 2018 - May 2019

CCM Facilities – 555-557 St Kilda Rd, Melbourne (Parque Apartments)

Key responsibilities:

- Collecting and compiling quotations and contacts for works ranging from General Maintenance and Upkeep to Site Upgrades and Insurance Claims
- Liaising with contractors to ensure the timely completion of maintenance works
- Communicating information effectively with tenants, staff and managing entities (i.e. Managing Agents, Owners Corporation and Committee Members)
- Training and management of all new staff members - formulating scopes of works and providing guidance in learning the roles
- Delegation of tasks to cleaning and security teams to ensure the smooth running of the site

Building Manager (Acting)

June 2018 - September 2018

Facility Management Victoria – 590 Orrong Rd, Armadale (Toorak Park Armadale)

Key responsibilities:

- Acting Building Manager covering an extended period of absence
- Training and management of acting Assistant Building Manager in responsibilities of the role
- Delegation of tasks to cleaning and security teams to ensure the smooth running of the site
- Data entry, management and report generation

Assistant Building Manager

July 2017 - June 2018

Facility Management Victoria – 590 Orrong Rd, Armadale (Toorak Park Armadale)

Key Responsibilities

- Communicating information effectively with tenants, staff and managing entities (i.e. Owners Corporation and Committee Members)
- Organising maintenance and cleaning of the premises
- Liaising with contractors to ensure the timely completion of maintenance works

Concierge - Assistant Building Manager

Feb 2015 - July 2017

Facility Management Victoria – 360 St Kilda Rd and 250 Elizabeth St, Melbourne (Royal Domain Plaza and 250E Apartments)

Education & Training

2020 Software Engineering Emersive
General Assembly
(Will graduate September 2020)

2014 Monash University, Clayton
Bachelor of Engineering

References

References available upon request