

# Tiffany Perez

## Contact

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NY 10034  
347-776-5614  
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## Education

Rachel Carson HS for Coastal  
Studies graduated June 2012  
B.A in Biology at Buffalo State  
College graduated May 2017

## Key Skills

Planning  
Punchlist  
Procore  
LCPTTracker  
Daily reports on subcontractor  
activities  
OSHA 30 Certified

## Objective

My objective to expand my experience in building operations and construction in a team environment. I enjoy seeing a project through from start to finish and I am looking forward to growing with your company.

## Experience

*Nov 2020 - Present*

Field Coordinator, Assistant Property Manager • Manage and maintain low income and affordable housing properties • Concord Management of NY LLC

*May 2017 – Nov 2020*

Prevailing wage Monitor, Assistant Site Super, Covid 19 Compliance Monitor • Various positions held • MDG Design and Construction

*Feb 2017 – May 2017*

Care Intern • Animal Handling • Buffalo Animal Adventures

Experience in Various software's including Microsoft suite.

## Communication

I am very capable of working in any environment. I have experience leading and being a part of work teams. I also can work alone; I initiated a project to modernize how residents can sign up for pest treatment services from start to finish. I will often take initiative on communication with my team and leadership and am able to organize my thoughts in a way most people can relate to.

## Leadership

RA and First Year Mentor at Buffalo State College. As an APM I helped oversee a staff of over 40 Supers, porters, and concierges.

## References

[Available upon request.]