

TIMOTHY LAM

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EDUCATION

UNIVERSITY OF CALIFORNIA IRVINE, Irvine, CA

2007- 2011

Bachelor of Arts, Business Economics

Bachelor of Arts, International Studies

SKILLS

- HTML, CSS, BootStrap, JavaScript, jQuery, React

WORK EXPERIENCE

LAM REAL ESTATE & PROPERTY MANAGEMENT INC.

November 2013 - Present

Property Manager & Real Estate Agent

- Personally managed both multifamily and single family residences totaling over 70+ individual units and led an on-site managers and maintenance team.
- Managed tenant concerns by scheduling repairs in a timely manner and conducting annual and move in/move out inspections of the property to ensure tenant retention.
- Maximized the profitability of properties by maintaining budget goals and preparing P&L and monthly financial statements.
- Provided accounting services by collecting rent, balancing accounts, paying monthly invoices, and refunding security deposits on behalf of landlords.
- Prepared and executed residential leases, notices to tenants, real estate purchase contracts and disclosures in accordance to all state and local fair housing and real estate laws.
- Successfully filled vacancies by marketing properties, conducting tours, and thoroughly screening all applicant credit, background, and rental histories.
- Acted as both listing and selling agents and negotiated contracts with other agents to successfully close real estate transactions.

HI-TECH ELECTRONIC MANUFACTURING

Feb 2012 – Oct 2013

Program Manager

- Lead and managed 15+ customer accounts including the largest account; Northrop Grumman, and achieved over \$300K or 40% of total company revenue per month.
- Set and exceeded quarterly goals including expanding the monthly revenue of a new customer account from \$1,000 to over \$50,000 in one quarter.
- Acted as the main liaison for customers and precisely communicated with the manufacturing team to ensure timely implementation of production schedules.
- Worked closely with purchasing team to procure materials and ensure they arrived on set dates.
- In charge of creating monthly revenue, inventory, forecast, & quote reports for the Program Management department.
- Organized daily tasks for the production team to ensure all customer assemblies were completed on time.