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| Joseph Honig  1843 63rd St. Brooklyn, NY 11204 · (718-513-8160  ymhonig@gmail.com |
| |  | | --- | | FULLTIME PROPERTY manager positionSelf-motivated professional with strong leadership skills seeking full time managerial position. Ability to define problems and draw valid conclusions.Effectively plan, organize, and budget work activities, projects and capital improvements.Experience and knowledge of custodial, grounds, maintenance services and building systems.Excellent interpersonal and analytical skills. Hardworking, efficient, detail oriented and responsible.Effectively coordinates multiple tasksAccomplished high inspection scores on federal and state levels. Views challenges as opportunities for growth. **WORK EXPERIENCE**  NOVEMBER 2022- CURRENT  **Regional Property Manager**  MANAGEMENT 26 / CLEARBROOK MANAGEMENT  JULY 2019 – SEPTEMBER 2022  **CIC CONSULTING**  **REAC PREPERATION AND CONSULTING** | | Nonember 2018– june 2019manager / consultant, management26 / clearBROOK Managementpre reac inspection preparation  * Conducted comprehensive inspections on complexes located in Manhattan, Bronx and Brooklyn; defining deficiencies on buildings’ site, exterior, systems, common areas and units. * Determining scope of work, negotiating with contractors for façade repair, brick pointing, lentil replacement, and complete basement renovation. * Effectively managed calendars for management team. * Liaison between union delegates and management to mediate and resolve conflicts: build arbitration cases and discharge workers. * Assigned labor to usual and skill-specific cleanup request such as post-construction pre/post move-in/ out cleanup. * Supervising and monitoring work for quality, timely completion, and staying in budget. * Scored on REAC inspections 95,97,97 respectively.   NOVEMBER 2000 – JUNE 2018  **PROPERTY MANAGER**  SOUTHERN BROOKLYN COMMUNITY ORGANIZATION   * Responsible for general maintenance, repairs, purchasing, inventory, hiring, contractors, vendors, equipment maintenance, operational procedures and protocol, on a variety of complexes comprising approximately 500 units. * Provide quality control services to building standards and conduct daily inspections. * Process paperwork and implement training for all new hires. * Follow up on tenant requests with work orders, radio calls, and building staff. * Copying and other office services as needed. * Update and distribute phone numbers and emergency list as needed. * Managed payroll, supplies, and toured areas daily to ensure materials are used appropriately. * Provide quality control services to building standards and conduct daily inspections. * Supervised maintenance crews, secretaries, bookkeeper and tenant specialists. * Maintained and complied with HUD, HPD, HDC regulations. * Supervised capital improvement projects and unit renovation. * Prioritized and re-prioritized as new assignments occurred. * Responsible for providing schedules for emergency responses such as snowstorms and floods. * Responsible for covering other supervisors' areas while they are out.     2000- Present, Seasonal  **PRODUCTION MANAGER,** CONSTELLATION WINE BRANDS   * Organize seasonal production of multiple wine varietals. Interview, hire and train crew. Optimize facility production capabilities, maximize efficiency, to attain quality and production goals. * Responsible for Safety and Health Controls following a training schedule as outlined by OSHA regulations.   **COMMUNITY SERVICE**   * Volunteer for Guardians of the Sick | |

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