

Resume for

Geoffrey M. Taylor

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Objective:

Share my vast experience of broad range property, facilities and project management experience within an environment that focuses on respect, integrity and performance.

Experience:

General Manager - Property Management Operations

2006 – 2008 Cal-Prop Management San Diego, CA

Manage a portfolio of over 1,100 Single and Multi Family Rental Properties, maintaining a low vacancy rate while maximizing rental income and guiding a staff of seven managers and support staff to become a streamlined and error free operation.

Director of Environmental Services

2005 - 2006 The Remington Club in Rancho Bernardo San Diego, CA

"Thanks to his good judgment and ability to take initiative, our community has found new ways to do old things better" B.Bolt, Executive Director

Direct Environmental Services for retirement community consisting of over 400 units on 17 acres with independent living, assisted living and skilled nursing facilities. Effectively Direct a staff of 30 subordinates to efficiently and effectively maintain Housekeeping and Laundry, Security services, Landscaping and Maintenance while supervising interior and exterior renovations of the entire property.

Director of Property Management

1980 - 2005 The Precedent Companies, Inc. Indianapolis, IN

"I can Attest to Geof's high moral character...He works effectively and harmoniously with others.."
D. Pike, President

Property management and leasing services for large suburban office park (1.3 Million S.F.), modern bulk and industrial park (1.5 million S.F.) and third party owner occupied properties.

Applied Experience:

- Coordination of Special events both public and private
- Community and Media Relations
- Website development and Management
- Newsletter Development and Editor
- Tenant Relations and Retention
- Property Management reporting
- Budget planning and capital expense
- Cam reconciliations
- Preparation of marketing Material
- On line database management of availability
- Service Contract negotiation and administration
- Office Leasing - Landlord and Tenant Representation
- Maintenance Personnel Management
- Experience in all phases of commercial construction
- Experience in all phases of commercial property management
- Experience in residential construction and maintenance

Properties Served:

- Skilled nursing and assisted living facility
- Industrial Facilities from 60,000 to 600,000 square feet
- Class A & B office properties from 12,000 square foot freestanding building to 1.3 Million square feet in a 45 building campus
- Owner occupied commercial property
- Private Investor, Multi Tenant
- Institutionally owned properties
- REIT Owned Properties
- Private Residences

Education:

- Real Estate Training Institute – California Real Estate License
- Real Estate Careers Institute – Indiana Brokers License
- BOMI Institute – Real Property Administrator Designation
- San Diego Mesa College , San Diego CA
- La Jolla High School , La Jolla CA

Software:

- Fluent with all Microsoft Office Suite of Products
- Skyline and Yardi property management software
- Microsoft Access
- Microsoft Frontpage
- QuarkXPress publishing software
- Adobe Photoshop
- Familiar with HTML