

PETER J. MAXWELL

111 Second Avenue ♦ Boise, ID 83704 ♦ 208-555-9099 ♦ 208-555-3837

Objective A challenging position as an administrative assistant in an international property management firm.

Experience Boise Property Management Boise, ID
Assistant Property Manager 1993 to Present

Kincaid Apartments Boise, ID
Resident Manager 1990 to 1993

Management

- ♦ Helped manage an 18-building complex, including maintenance of 3 swimming pools, two laundries, two tennis courts and 484 parking spaces.
- ♦ Arranged for improvement to the site, including acquiring initial bids, helping select contractors and monitoring progress to completion.
- ♦ Supervised 8 full-time employees and numerous outside contractors.
- ♦ Handled marketing, resident and public relations.
- ♦ Prepared budgets.
- ♦ Input computer data.

Communication

- ♦ Coordinated work between full-time employees and outside contractors, necessitating skillful communication and negotiation skills.
- ♦ Helped in preparation of annual reports.
- ♦ Submitted status reports to Head Property Manager on regular basis.
- ♦ Prepared and presented priority projects at weekly staff meetings.

Community

- ♦ Boise Area Chamber of Commerce, currently serving with the University/Community Relations Committee.
- ♦ Member, County Ad-Hoc Committee for the Beautification of Boise.
- ♦ Member, Boise Historical Preservation Society.

Education Calabasas Community College Coeur d'Alene, ID
Associate of Arts in Business 1990

Other I am willing to re-locate.

References Available upon request