

Michael Boke

Property Manager

San Pedro, CA 90731

boke.michael@gmail.com

310-872-8381

To maximize sales opportunities

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Store Manager/Regional Credit Manager

Aim Rental - Long Beach, CA

June 2016 to Present

Trained and supervised collections representatives with the skills and techniques to negotiate and resolve past due accounts. Oversaw the day to day operations the of a retail store.manage,hire,fire personnel. Handling of cash and deposits. Time card approval. Inventory. Customer service. Store Promotions and advertisement.

Ship Serviceman/Painter

North Point Marine - Maine, ME

September 2015 to February 2016

Responsibilities

Removal and replacement of components on US Coast Guard Vessels. Welding QA. Corrosion removal. Sandblasting. Painting. Calibrations. Hydraulic inspection and maintenance.scaffold and ladder work. Fall prevention training.

Accomplishments

Accomplished contracted project before deadline and under budget.

Skills Used

Planning and leadership

Property Manager

Bradley Properties - Los Angeles, CA

2009 to 2014

Developed and implemented a Preventative Maintenance Plan raising productivity of workers and lowering unscheduled repairs

- * Scheduling/Coordinating/Managing repairs, renovations, maintenance, and upgrades
- * Performed quality assurance inspections
- * Compliance with local, municipal, county, state, federal, osha and other regulatory department's laws or codes
- * Contract negotiations (Vendors, Work)
- * purchasing equipment/supplies

- * Quarterly budget reports
- * Safety walks
- * accounts payable/receivable

Personal Assistant

Monsanto Int.Trade Corp - Los Angeles, CA
2006 to 2009

- Managed Business and personal schedule of CEO
- * Oversaw Security, Transportation and Meal arrangements
 - * Screening phone calls/ Meeting and greeting
 - * Liaising with clients, visitors and other staff
 - * Maintenance of company vehicles
 - * accounts payable/receivable

Head Building Materials

Home Depot - San Pedro, CA
2005 to 2006

- 500+ hours product and manager training
- * employee reviews
 - * budget reports
 - * headed the safety committee
 - * Instructor for fork lift certification
 - + purchasing orders

Sales Manager

Eurotile - Palos Verdes, CA, US
2001 to 2005

- Scheduled and managed sales, fabrication, installation, and demolition crews
- * human resources
 - * Doubled sales per sales associate while increasing sales force
 - * Introduction of new, high end vendors and products that increased earnings by 53%.
 - * Managed contracted projects in 9 Western states.
 - * Implemented computerized inventory program - further increasing profitability.
 - * inventory/ purchasing
 - * accounts receivable/payable

Restaurant Manager

Las Brisas - San Pedro, CA
January 1996 to February 2001

- Recruiting, training, supervising staff
- Managing budget
- Compliance with health codes, labor laws, and company standards
- Managing kitchen (hygiene, stock)
- Problem solving
- Customer service/ complaints
- Sales reports
- Assessing / improving profitability
- liaison with customers, employees, owners, suppliers, and vendors

Education

Accounting cert. in Accounting

Harbor occupational center - San Pedro, CA

June 1999 to September 2000

Accounting

Harbor Occupational Center

1997

Industrial Welding Program

Harbor Occupational Center

1997

Skills

Retail Management, Key Holder

Certifications/Licenses

licrc water

2003 to 2007