

Tim Stoessel

Management Professional

Santa Fe, NM

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(505) 690-2915

Authorized to work in the US for any employer

Work Experience

Manager

State Properties of New Mexico - Albuquerque, NM

May 2018 to Present

Responsible for maintenance of 45 buildings throughout the State of New Mexico, managing over 50 employees. Involved in all aspects of day-to-day operations of all properties, including tenant relations, maintenance and repair, security, quality of employee janitorial service, landscaping, snow removal, etc. Respond to tenant requests/problems in a timely and courteous manner, and generate work orders directed to vendors or maintenance staff. Conduct periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property. Responsible for Property Management Plan, Preventative Maintenance Policies. Responsible for all human resource functions such as processing payroll, on boarding, processing benefits and composition, processed FMLA, process and tracked employee evaluations, and conducted orientation for new hires.

Associate Broker/Realtor

NM Real Estate Group

April 2015 to May 2018

Assistant General Manager

HOMEWOOD SUITES BY HILTON - Albuquerque, NM

June 2014 to April 2015

Maximize standards of guest service, occupancy rates, and revenue goals by coordinating policies and goals, providing information on hotel services, room location, and local attractions, and ensuring hotel supplies are ordered and stocked in advance.

Streamline financial operations by overseeing daily operating report, audit files, accounts receivable, and transactions; record, track, and submit invoices to corporate office on weekly basis.

Oversee compliance with regulations for property and work areas by conducting routine property inspections.

Improve processes by consulting with General Manager, Director of Sales, and department heads to review activity, and sales reports, including recommending needed changes to hotel operations.

Responsible for human resources processes by conducting functions including payroll, recruiting, and onboarding.

Maintain services efficiency by ensuring staff is trained in financial control procedures for cash, vouchers, inventories and receivables; ensure full knowledge of policies, pay procedures, bonus plans and benefits.

Assistant General Manager

HAMPTON INN BY HILTON - Albuquerque, NM
January 2013 to May 2014

Contributed to financial processes by conducting A/P and A/R functions, payroll and various accounting functions, and managing all hotel costs, including supplies, utilities, and food and labor expenses. Maintain data accuracy by assisting General Manager with drafting daily, weekly, and monthly reports. Increased standards of quality guest service and satisfaction, and acquired new business by participating in sales calls and site visits with members of the sales team. Led Front Office and Breakfast department as Direct Supervisor by ordering supplies, and overseeing staff recruitment, orientation, training, scheduling, performance evaluation and counseling.

Assistant General Manager & Director of Sales

HAMPTON INN & SUITES / COMFORT INN - Roswell, NM
June 2009 to January 2013

Boosted sales, grew existing accounts and generated new business by pursuing new clients by utilizing creative and innovative sales techniques. Supported General Manager in managing all areas of the hotel including setting up and updating corporate I.D.s., and conducting outside sales calls/trips within geographical market. Oversaw human resources functions including training, recruiting, orientation and payroll. Encouraged staff development through comprehensive training on daily operations, policies, and procedures. Delivered optimal customer service by diligently managing guest services spanning availability, reservations, hotel services, and amenities; fostered a friendly, positive customer experience.

Additional Information

- ADP Payroll
- GM Certified
- Event Planning & Coordination
- Customer Service & Relations
- Accounts Payable & Receivables

- Budgeting & Cost Analysis
- Staff Supervision & Training
- Human Resource Processes
- Inventory Management