

# Philip M. Guzzone

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## Education

**Manhattan College**, Riverdale, NY, August 2008  
Bachelor of Science in Business Administration

## Experience

**Property Manager, Synergy Real Estate**, Naples, FL (6/2008 – Present)

- Manage day-to-day operations of growing residential portfolio
- Identify target markets offering expansion opportunities
- Assist in the acquisition of new rental properties

**Property Manager, TGM Associates, L.P. New York, NY** (11/2006 – 3/2008)

- Maintained daily, weekly, and monthly operational records
- Monitored vacancies and implemented marketing and advertising strategies
- Hired, trained, and counseled staff and ensured compliance with policies and procedures
- Maintained positive resident and public relations through exceptional levels of service
- Ensured compliance with Fair Housing, Americans with Disabilities Act and all laws governing industry

**Assistant Property Manager, TGM Associates, L.P. New York, NY** (12/2005 – 11/2006)

- Prepared competitive market surveys and analyzed trends and market conditions
- Maintained systems used for property and tenant information.
- Entered rent, prepared daily bank deposits, and reconciled depository/escrow accounts
- Reviewed and approved applicant files, ensuring company qualifications were met

**Resident Services Coordinator, TGM Associates, L.P. New York, NY** (5/2005 – 12/2005)

- Assisted residents with maintenance concerns and scheduled service accordingly
- Worked with the maintenance department and scheduled vendors for apartment turns and property needs
- Coordinated bid process for major work projects

**Leasing Consultant, Naples Realty Group**, Fort Myers, Florida (4/2004 – 4/2005)

- Greeted visitors and introduced property features and amenities
- Verified all points of application process including employment, rental history, credit and criminal
- Assisted marketing department with various community-based trade/vendor events

## Additional Studies and Affiliations

- Licensed Florida Real Estate Agent
- Legal / Industry Updates
- Fair Housing

## Computer Skills

- Rent Manager, Sunshine MLS. Intuit solutions (MRI Web)
- Microsoft Office Word, Excel, PowerPoint, Outlook