



**RACHELE DANICA
COLON-MACIAS**
PROPERTY MANAGER

PROFILE

A Property Manager with over 7 years of experience with property and facilities management, real estate and construction, customer service and finance management. Seeking for a career advancement in a company where my ability, skills, and experience can be fully utilized.

CONTACT

colon.rachele@gmail.com
0917-891-6377
Sunrise Place, Agus
Lapu-Lapu City, Cebu

KEY SKILLS/ CHARACTERISTICS

MS Office • Autocad •
Photoshop • Financial
Management • Customer Service
• Facilities Management •
Excellent Communication Skills •
Problem Solving • Leadership •
Poised Under Pressure

LICENCES/CERTIFICATIONS

Licensed Civil Engineer
Issued December 2014,
Expires February 7, 2026
Pollution Control Officer
2018-10-22-PC-1916
40Hr Basic Occupational Safety
and Health Training
QISE BOSH 0301-24

EXPERIENCE

PROPERTY MANAGER. JONES LANG LASALLE

MAY 16, 2023 – FEBRUARY 4, 2024

Property and Asset Management including but not limited to client & tenant relationship management, portfolio management, team leadership, leasing administration, facilities management and the financial elements including budgeting and reporting.

PROPERTY MANAGER. AYALA PROPERTY MANAGEMENT CORPORATION

AUGUST 2017 – MAY 16, 2023

To manage, plan, coordinate and monitor the regular Property Operations, which includes but not limited to:

- Safety and Security: All persons in the property and the assets of the property are safe and secured, prepares Hazard Identification, Risk Assessment and Control; Safety Officer and Incident Commander of Emergency Response Team
- Customer Service: Maintains a high customer satisfaction rating from our tenants/ customers
- Legal and Regulatory Compliance: Ensures 100% compliance to all legal and regulatory requirements
- Facilities Management: Facilities are well maintained and with minimal equipment downtime and the development within the property is kept as intended by the Developer
- Engineering and Maintenance: Ensures the equipment follows the preventive maintenance schedule, aims to prolong life of equipment, and upgrade the value of the property
- Governance: Board is satisfied with how we manage the property
- Financial Management: Financial status of the property is healthy
- Administrative Management: Records of the property are intact, ensure information dissemination to residents, Supervision of contracted services, Uphold the Data Privacy policies and programs are diligently implemented
- Sanitation and Environmental Aspect: supports the carbon neutrality campaign by the company through ensuring efficiency in our equipment thus reducing the electricity consumption of the property; Pollution Control Officer

PROPERTY ENGINEER, PARK TOWER TWO

AUGUST 2017 – JULY 2018

- Conducts periodic inspection of equipment, tools, machineries and facilities of the building/ Prepares cost proposals on repair and improvements of machineries/ equipment, and improvements of common area facilities; Caters to unit concerns such as plumbing or electrical trouble; Conducts technical investigation, and report; Prepares the monitoring of utilities and equipment preventive maintenance schedule; Conducts weekly drills and Daily Coordination Meetings
- Together with the finance assistant, monitors the building monthly expense versus the approved budget; Capable with preparing the monthly cash position reports, check vouchers for payments to contractors/ suppliers, has adequate background on MYOB

INSTRUCTOR, CEBU TECHNOLOGICAL UNIVERSITY DUMANJUG

DECEMBER 2016 – MARCH 2017

- Taught Civil Engineering students on subjects such as Higher Surveying, Geotechnical Engineering, Solid Mensuration, and Highway Engineering

STAFF ENGINEER, CAMELLA

FEBRUARY 2015 – JUNE 2016

- In-charge of the construction and repair of units and maintenance of the subdivision; Prepares estimates on repair of units and special projects

EDUCATION

MASTER OF ENGINEERING (M.ENG.), STRUCTURAL ENGINEERING

UNIVERSITY OF SAN CARLOS | STARTED JUNE 2016

BACHELOR'S DEGREE IN CIVIL ENGINEERING

SILLIMAN UNIVERSITY | 2010-2014

ELEMENTARY AND SECONDARY EDUCATION

LIDE LEARNING CENTER, INC.