

Michael Wisomierski

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1050 Stafford Road, Fall River, MA



ABOUT ME

Insightful, results-oriented, seventeen-year housing professional, well versed in Public Housing, Section 8, Project Based Units and Tax Credit. In-depth experience of all aspects of daily operations of property management including maintenance, marketing, leasing, cultivating strong tenant relationships, staff leadership, and ensuring compliance with all applicable policies and regulations. Looking to continue my passion in the realm of property management in a company that can benefit from my proven ability to get results.

CORE STRENGTHS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to lead or work as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CRITICAL & SPECIALIZED SKILLS

- PHA-Web
- Yardi
- Boston Post
- Domuso
- EIV
- RealPage | OneSite
- Mobile Facilities
- Chaz
- Office 365

CERTIFICATIONS

- Public Housing Management Certification, NAN McKay
- Certified Professional of Occupancy Certification, NAHMA
- Accredited Residential Manager Certification, IREM

PROFESSIONAL EXPERIENCE

Property Manager

THE SIMON COMPANIES, LP

The Admiralty Newport | 2021 - Present

- Oversees a 201-unit market property.
- Administers monthly renewals/non renewals, maintain legal if needed.
- Governs invoices, rent/HAP payments, weekly and monthly reports, reserve for replacements reports/submission.
- Directs and administers property budget.
- Regulates and processes ADP time sheets.
- Conducts property and unit inspections.

Property Manager

Bayside Village Apartments | 2021 - 2023

- Managed 111-units property.
 - 97 units are Project Based.
 - Remaining 14 are set-aside units for the Newport Housing Authority.
- Oversaw monthly AR, IR's, EIV reports, EIV discrepancies, rent/HAP payments, weekly and monthly reports, reserve for replacements reports/submission.
- Conducted yearly utility analysis reviews to be submitted to Rhode Island Housing.
- Partnered with regional manager on budget based rent increase/OCAF's.
- Inspected and processed ADP time sheets.
- Conducted property and unit inspections.

PROFESSIONAL EXPERIENCE (CONTINUED)

Senior Compliance Manager

BARKAN MANAGEMENT CO., INC | 2020 - 2021

- Delivered comprehensive compliance services to owners and managers of affordable housing.
- Oversaw AR's, IR's, MI's for over 8 properties within our portfolio.
- Inspected and processed HAP request as well as distributed funds received.
- Resolved any issues related to TRACS submissions.
- Reconciled files that were completed by other staff members that reported to me before being sent to owners and or property managers.
- Relationship management for new clients conducting full lease-up of new construction.
- Managed a team of 9 compliance specialists and processed ADP timesheets.

Property Manager

Braeburn Court Apartments / Chatham Village Apartments | 2020 - 2021

- Managed a 91-unit property in Providence, Rhode Island - 51 of the units were Project Based Section 8 and the remaining 40 were a mix of Project Based Section 8 and Low-Income Housing Tax Credit.
- Directed rent processing, ledger reconciliation, and invoice processing.
- Masterminded the weekly and monthly reports for ownership of the property, legal proceedings if needed for lease violations or nonpayment of rent.
- Executed budget monitoring, preparation and implementation, capital improvement planning.
- Led a total of 3 maintenance personnel.

Assistant Property Manager

THE HOUSING AUTHORITY OF THE CITY OF NEWPORT | 2018 - 2020

- Key contributor to the public housing manager with daily operations of 7 properties throughout the city of Newport
- Directed rental payments, housekeeping/annual inspections, REAC Inspections, vacancies, wait list management, interims processing, annuals, move-ins, move-outs.
- Oversaw monthly reports from EIV and fixed any reporting errors and deviations.
- Reconciled debts owed into the EIV/PIC system.
- Served as management representative for court hearings when management was not available.
- Cross-trained with the other rental office within the agency to expand in-depth knowledge of public housing/LIHTC units/homeownership units.

Housing Choice Voucher Program Specialist | 2016 - 2018

- Administered port-outs and port-in procedures.
- Facilitated monthly interviews with clients to verify program eligibility.
- Executed fraud recovery payments.
- Oversaw audited process for more than 30 of the Section 8 client records and documentation.

Housing Choice Voucher Clerk | 2008 - 2016

- Provided critical assistance in the Section 8 office with liaison accountabilities for residents, property owners, community and governmental agencies.
- Systematized prepared annual and interim re-examination forms for Section 8 clients.
- Served as the key mediator for complaints from tenants/landlords and executed them to the correct case worker or manager to accomplish successful resolution.

REFERENCES

- Upon Request