

Peter Otero

Resident Manager

LEED GA/ Multi-Family Building Analysis

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SUMMARY

Resident Manager with 5 years of experience in residential building seeks a challenging position in the daily operations of property with room for continued growth and professional development.

Accomplishments

- Complete sprinkler fire panel installation
- Complete court yard renovation
- Replaced three 250 gal hot water storage tanks
- DHW mixing valve replacement
- Five booster pump overhauls
- Automatic lobby double doors installation
- Complete roof terrace replacement renovation
- House tank standpipe and feed pipe replacement
- Boiler heat timer hot water reset replacement
- House tank pump panel replacement
- Cooling tower overhaul

Experience

Resident Manager, Hudson View East Condo, 250 South End Ave, NYC **2015-present**

- Supervise staff of 7 employees.
- Check the building perimeter and overall condition and cleanliness of the building on daily basis.
- Check the status of the building systems and condition of all equipment to ensure functionality.
- Assign duties to building staff and work with residents to ensure they are satisfied with the building conditions.
- Work closely with vendors and contractors.
- Assign and prioritize the construction work that needs to be done in the building and check the work to see that it meets the building standard.
- Provide management with proposals to upgrade building appearance and improve building operations as well as conduct and evaluate biddings for such projects.
- Process incoming invoices, assure completion and submittal for payment.

Handyman, 1 Rector Park, 333 Rector PL, NYC **2011-2014**

- Daily upkeep of the building's exterior and interior appearance including sanitation and maintenance
- Infrastructure repairs as they occur both in the building and residential units including electrical, plumbing and carpentry.

Manager, Clinton Park Stables, 52nd ST, NYC **2006-2010**

- Scheduling Veterinary/Farrier Visits
- Scheduling Facility/Carriage Maintenance
- Maintain Diet/Training/Grooming
- Ensure all licenses and permits stay up-to-date

Restaurant Manager, Sambucca 72nd St, NYC **1999-2005**

- Cost Containment/Control
- Team Building/Staff Training
- Quality Assurance/Control
- Policies and Procedures/Payroll

University of Central Florida **1993-1996**

- Film Program Certificate, 2yr
- NYC Film Academy

U.S. Army, SGT **1986-1992**

- Airborne School
- Unit Armor
- NCO Academy
- Ranger School
- Supply Sergeant

Kellogg Community College, Battle Creek MI **1985-1986**

- Criminal Justice

Licenses

- NYC Superintendent Certificate (32BJ Training Fund)
- Multifamily Building Operators Certification (BPI)
- Multifamily Building Analysis Certification (BPI)
- LEED GA Certification (USGBC)
- Standpipe and Sprinkler S12 S13 (FDNY)
- Boiler Parts and Accessories P99 (FDNY)

