

Stan Zizek

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HIGHLIGHTS

- 3+ years combined experience as an assistant building manager/building manager
- Proficient in both written and verbal communication
- Strong Windows-based software and Microsoft Office skills
- Polite, professional, and cooperative personality
- Have High School and College Diploma

SKILLS/EXPERIENCE

St. Margaret's Towers, Inc. - Assistant Building Manager

- Assisted with coordinating matters related to tenants and their enjoyment of the building
- Arranged service calls, organized moves
- Conducted suite inspections upon tenant move-in and move-out
- Responsible for light maintenance in building and suites
- Assisted contractors on property: providing access, verifying completed work, reporting issues

Village Apartments - Building Manager

- Emergency response and on-call, after hours duty, as required
- Ensured turn-over suites were ready for new tenant(s): cleaning suites, minor repairs & painting
- Serving various notices in compliance with Residential Tenancy Act
- Scheduled and supervised contractors
- Collected rent received, pursued delinquent rent, assisted with suite showings

Vancouver Island University – Bookkeeping & Payroll Student

- Used Sage 50 to manage accounts payable/receivable, inventory and payroll
- Updated and maintained accounts payable module in Sage 50
- Input data accurately and in a timely manner
- Performed bank reconciliations, posted to various ledgers
- Compiled reports and summaries

WORK/VOLUNTEER EXPERIENCE

Groundskeeper- Northview Apartment REIT, Nanaimo, BC	2018-2019
Dock Hand- Harbour Air Terminal Services Ltd., Nanaimo, BC	2017-2018
Kitchen Coordinator/Maintenance - Ontario Vipassana Centre, Egbert, ON	2011-2016
Assistant Building Manager - St. Margaret's Towers, Inc, Toronto, ON	2013-2014
Building Manager - Village Apartments, Toronto, ON	2010-2013

EDUCATION/QUALIFICATIONS

-Building Maintenance Certificate	2013
-Bookkeeping and Payroll Certificate	In Progress