

WILLIAM ORTEGA



“Multicultural Advisor of the Year” Penn State, 2005



“Outstanding Employee Award”
Associa, 2008 & 2009



email william@williamortega.com
url <http://www.williamortega.com>

SUMMARY

Accomplished administrative manager with a solid track record of contributions to productive, efficient business operations. Self-motivated and resourceful, demonstrating exemplary communication skills, leadership, and creativity.

SELECTED ACHIEVEMENTS

- ▶ Supervised an 18-month, \$3,000,000 complete HVAC re-haul.
- ▶ Directed a two-year, \$2,000,000 windows renovation project.
- ▶ Gained greater flexibility in a \$790,000 maintenance budget, achieving a total savings of \$87,000 through vendor changes, contractor oversight, expense control, proposal development and negotiations.
- ▶ Planned, developed and initiated a company-wide fire-prevention service program (FireWatch).

SPECIAL SKILLS

- ▶ Management Reporting
- ▶ Operations Management
- ▶ Facilities Management
- ▶ Contract Negotiations
- ▶ Proposal Development
- ▶ Capital and Expense Budgeting

EMPLOYMENT HISTORY

JFW Management Services, Project Manager Silver Springs, MD 2011-Present

Recruited to manage and direct construction projects ranging from \$10,000 to \$275,000. Ensure that construction meets quality standards and that projects are completed within established time frames and budgets. Establish and maintain positive working relationships with general contractors, architects, vendors, property owners and company officials.

Associa **Property Manager** Chantilly, VA 2006-2011

Penn State University **Multicultural Advisor** University Park, PA 2004-2005
Residence Life Coordinator University Park, PA 2002-2004

Richard Stockton College **Governor’s School Coordinator** Pomona, NJ 2001-2002
Residential Community Advisor Pomona, NJ 2001-2002

J.C. Penney **District Loss Prevention Manager** Cherry Hill, NJ 1997-1998

Viacom **Human Personnel Manager** New York, NY 1996-1997
District Training Manager (Blockbuster Division) Mt. Vernon, GA 1995-1996
Store Manager (Blockbuster Division) Mt. Vernon, GA 1994-1995

EDUCATION

Richard Stockton College of NJ – Bachelor of Arts 1998-2002

Penn State University – 21 Credits toward Master of Education 2003-2005

ADDITIONAL INFORMATION

- ▶ Fluent in Spanish
- ▶ Certified Manager of Community Associations (CMCA)
- ▶ Computer proficient: Microsoft Windows, Microsoft Word, Excel, PowerPoint, Outlook, Mac OSX