

Resume of Ms Celestine May

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I have worked in various sectors of the property industry in Sydney, New York and Hawaii. I have also studied Property, Business and Commerce in Sydney, China and Utah. This diverse experience has provided me with unique perspective on the industry and a passion and enthusiasm to learn more. My strengths are communication, data analysis and problem solving. I am very detail oriented and perform best when challenged.

PROFESSIONAL EXPERIENCE

Project Manager – Private Owner

Keaau, Hawaii, United States of America

February 2020 – July 2020

Reporting to the owner/builder, I managed the construction of my client's residential asset from conception planning into construction and development.

Duties include;

- Determine and acquire necessary resources (manpower, equipment and materials) with attention and consideration to budgetary limitations, in line with stakeholder demands.
- Plan all construction, contractor and delivery timelines cohesively, whilst providing supervision of construction – adhering to local Work Health & Safety laws.
- Authorise and document variations in construction timeline, whilst managing budget by continually reporting profit and loss.
- Site identification and feasibility analysis for future prospective residential developments.

Summer Internship – Elevated Returns

New York City, New York

June 2019 – January 2020

Summer internship with New York City real estate investment firm, specialising in hospitality assets and digital currencies.

Duties include;

- Collation and reporting of market data for owner's hospitality assets (Chef's Club & Aldea Restaurant).
- Document and report on data trends to the Real Estate Manager and Digital Asset Manager.
- Provide administrative support to the Real Estate Manager and Digital Asset Manager.
- Processed invoices in line with operating budget.
- Collated and distributed monthly reports to Elevated Returns team.

Lease Administrator & Assistant Project Manager – Roads and Maritime Services NSW

Sydney, Australia

June 2016 – December 2017

Working in the NSW State Maritime and Roads Divisions, maintaining leases and assets throughout Sydney Harbour, continuing onto audit research and support to project management for the construction of New South Wales Roads.

Duties include;

- Coordinate NSW State Maritime lease renewals, rent reviews, and arrears management for residential and commercial waterfront leases, whilst also assisting in budgeting and financial analysis for the property portfolio (utilizing Microsoft Excel for calculations).
- Individually manage roads property division phone and email line for all property, planning and roads enquiries.
- Coordinate site inspections, procurement and data management for residential dwellings and land assets under ownership for State Government road construction projects across New South Wales.
- Audit of two major government projects associated with Subdivision Applications and Applications for Construction of waterfront structures under Government ownership; presenting monthly reports to senior management on the updated status and outcome of all assets, acting in accordance of each project's policy & the Local Council's zoning and development guidelines.

**Property Contractor – Colliers International
Sydney, Australia**

February 2016 – August 2016

Assisting the Colliers Settlement team in construction completion of three major off-plan residential developments in Sydney.

Duties include;

- Coordinated and documented defect inspections for all sites.
- Procurement and scheduling for defect rectification, continually issuing progress updates to all stakeholders.
- Liaised with owners to schedule all final-stage inspections for each residential development.
- Respond to all incoming communications associated with the active projects, by either replying directly or troubleshooting to the appropriate project manager.
- Data entry and software management for each residential contract, and owner's information.
- Coordinate output of final tenant portfolio information sales documentation to oncoming property managers.

**Receptionist – Stone Real Estate Agency
Sydney, Australia**

August 2015 – December 2017

Duties include;

- Greet guests, answer incoming calls, and manage company email.
- Receive mail and distribute keys to tenants and contractors.
- Manage online property management system.
- Utilized Sales Force and other PM Software to assist agents with backup support.
- Improved customer service standards of Stone Real Estate excelled service to all incoming stakeholders.

TEMPORARY ROLES

Receptionist – McGrath Real Estate Agency, Chatswood	2014
Property Officer – First National Real Estate, West Ryde	2014
Leasing Consultant – One Agency Real Estate, Crows Nest	2015

EDUCATION

BA – Bachelor of Business & Commerce, Maj. Property, Western Sydney University	2014 – 2018
Global Exchange – Bachelors, Extracurricular Education, Utah State University, Utah	2017 – 2018
New Colombo Plan – Innovation & Professional Practice, Xiamen University, China	2017

PROFESSIONAL DEVELOPMENT

Provisional Member – Australian Property Institute	2014
Justice of the Peace – New South Wales Government	2014
NSW Construction White Card	2014

REFERENCES

References available on request.

