



## **Michelle Loewke, Property Manager**

---

### **Education**

- Monroe Community College, Associates degree in Heating, Ventilation, and Air Conditions, 12/2002, cumulative GPA of 3.9 out of 4.0.
- Certificate of Completion for Technician Type 2 and 3 from the Air conditioning and Refrigeration Institute, 5/2001.
- State University of New York at Brockport 254 hours toward CAC in chemical dependency counseling, 5/2001.
- Bachelor of Arts in Sociology with a concentration in Criminology with a second major in Business Management from State University of New York at Cortland, 5/1994, GPA in majors 3.78 out of 4.00.

### **Honors & Other Education**

- National Conference of Leaders Award in 1988.
- National Honors Society 1990.
- Volunteered for Wolf reintroduction program for 3 months in Mexico.
- Credits awarded from The Tracking Institute and Colorado Outward bound.

### **Professional Experience**

#### **Clarion Associates LLC**

1998 to Present

Clarion, PA Member/Owner

- Accounting, bookkeeping, and computer work: Peachtree and Computer ease.
- Write leases, letters in conjunction with tenants, and perform all paper work.
- Negotiated triple net lease.
- Customer service (complaints and questions).

#### **PJ Brill Associates/ Loewke & Brill Consulting Group**

1998 to Present

Rochester, NY Associate

Responsibilities: Review project contracts; accounts receivable and payable; contact vendors and subcontractors to negotiate payment of invoices; site visits and project management.

### **190 Murray Street Associates LLC**

1998 to Present

Rochester, NY Member/Owner

- Screen tenants for commercial and residential tenancy.
- Court process relative to eviction, if necessary.
- Perform major and minor repairs.
- Accounting, bookkeeping, and computer work: Peachtree and computer ease.
- Write leases, letters in conjunction with tenants, and perform all paper work.
- Customer service (complaints and questions).
- Handle Security deposits, Landlord Tenant Agreements (LTA's), and claims.
- Handle Move-in inspections (MI), Move-out inspections (MO), Certificate of occupancy inspections (CofO), Rochester Housing Authority inspections (RHA), and quality home inspections (QHI).
- Implemented programs for tenants including: literacy, childcare, welfare to work program, work education, and neighborhood watch.

### **E & L Piping Inc.**

1988 to 1998

Rochester, NY

- Apprentice experience in plumbing, sheet metal, electrical, heating, air conditioning, carpentry, delivery, and pick up of job materials.

### **Other Work Experience**

- 1997-1998 Special Expeditions-served as crew on a whale watching boat in Alaska and Mexico.
- 1996-1998 County Legislative Aid-worked in conjunction with Monroe County Legislator, District 28, political experience in the every day workings of the county system.
- Computer experience in Windows, Word, Office 95 and 97, and Word Perfect.

---

**YOUR BEST DEFENSE IN THE CONSTRUCTION INDUSTRY!**

190 MURRAY ST. • ROCHESTER, NY • 14606 • (P) 585.647.9350 • (F) 585.647.3508  
WWW.LOEWKEBRILL.COM