

**MICHAEL J. HOLCOMB**  
**Holcomb Property Management, Inc.**  
**15 Gatehouse Court**  
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## **EXPERIENCE**

**September 2002 to present- V. President-Holcomb Property Management Inc., Sacramento, CA.** Provide Asset and Full Service Property Management services to owners. Portfolio includes Office Buildings, Industrial Parks, and shopping centers.

Duties:

Handle All Accounting I.E.

-Rent Collection and Deposit

-Payment of all Invoices

-CAM Billings

-Production of all Operating Statements (monthly & year-end)

-Annual Budgets

-Bank Reconciliation's

Property Inspections

Leasing

Construction Management oversight

Resolving Tenant complaints or issues

## **June 1994 to September 2002**

United Van Lines, Allied Van Lines, Global Van Lines, Joyce Van lines

Driver and Professional Furniture Mover

Performed Inventories of all Goods

Billing and Collection

Move Household Goods

Safe and ATM moves

Modular Furniture installation and moving

## **Education**

### **Chico State 1997-2001**

-Computer Information Systems

-Business

### **Butte College 1996-1997**

-Social & Behavioral Sciences

### **El Camino High School 1990-1994**

## **ACHIEVEMENTS**

- Licensed California Real Estate Broker #01376291
- FCC Licensed Broadcaster