



**MALGORZATA BURKIEWICZ BA (HONS) MIRPM**  
**Associate**  
Property Management

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## Profile

Malgorzata (Malgo) Burkiewicz joined SHW in November 2014 bringing previous experience in property management with clients ranging from investment funds to the NHS.

She has been an Associate of the Institute of Residential Property Management since October 2012 and became a full member in July 2017.

Malgo is mainly dealing with the local commercial property portfolio which includes a residential element.

## Project Experience

Malgo's responsibilities include rent collection, SC administration, debt recovery and risk management as well as ongoing maintenance of properties and contractors supervision, which includes:

- Reporting to the client on all aspects of their portfolio
- Leases and Management Agreements
- Statutory provisions compliance
- Property Management inspections
- Portfolio/property handover
- Responding to solicitors enquiries
- Supervision of minor maintenance works

## Employment History with SHW

*Joined November 2014*

*Gained BA (Hons) in June 2015*

*Promoted to Associate in April 2016*

*Gained MIRPM July 2017*

*Date July 2017©*