

Jack Bedford

Portfolio Manager

Newcastle upon Tyne, United Kingdom | [LinkedIn](#)

EXPERIENCE

Portfolio Manager Student Crib	Feb 2026 — Present <i>North East, England, United Kingdom</i>
Property Manager Graysons Properties Student Accommodation Sunderland & Newcastle Oversee facilities operations for over 500+ student beds, scaling to 1,500+ during peak months (July–September) across Sunderland and Newcastle. Manage check-in/check-out processes, including inventory comparisons and tenant charge assessments. Coordinate maintenance scheduling, part ordering, and liaise directly with contractors to ensure timely resolution of issues. Book and oversee all repair and preventative maintenance works, ensuring minimal disruption to residents. Maintain strong relationships with suppliers and service providers to deliver cost-effective and timely services. Work across multiple sites, balancing high-volume tasks during busy academic turnover periods with consistent service standards	Jan 2024 — Feb 2026 <i>Newcastle Upon Tyne, England, United Kingdom</i>

EDUCATION

St Cuthberts High School	Jan 2018 — Jan 2023
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CERTIFICATIONS

CompTIA IT Fundamentals Certification , CompTIA	Mar 2024
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SKILLS

Facility Management (FM) · Order Management · Customer Relationship Management (CRM) · Fire Safety · Fire Alarm · Student Accommodation · Project Management · Training · Presentations · Strategy · Problem Solving · English · Analytical Skills · Marketing · Finance · Microsoft Excel