

Joseph Kowalczyk

Head Doorman

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SUMMARY

Head Doorman with 18 years across Manhattan luxury condos, currently accountable to a resident manager and 9-member board. Builds 32BJ-aligned tour schedules, owns the FDNY F-80 evacuation plan, and acts as the building's public face.

EXPERIENCE

Head Doorman

The Corcoran Group - 15 Central Park West • New York, NY • 2019 - Present
Head doorman at a 202-unit Class-A condominium.

- Built tour schedules, PTO, and overtime for 14 doormen under 32BJ contract rules
- Interviewed and hired 6 new doormen with 100% retention through year one
- Owned the FDNY F-80 EAP including 4 annual fire drills with 100% participation
- Acted as the building's public face to residents, vendors, and the 9-member board

Senior Doorman

Two Trees Management - 60 Furman Street • Brooklyn, NY • 2014 - 2019
Senior doorman at a 442-unit Brooklyn Bridge Park condo.

- Coached 5 mid-tenure doormen and acted as relief lead during management transitions
- Coordinated freight elevator scheduling for 22 active move-ins per month
- Maintained zero security incidents across 5 consecutive years

Doorman

Glenwood Management • New York, NY • 2007 - 2014
Doorman at multiple Glenwood luxury rentals across NYC.

- Greeted 350+ residents daily during peak afternoon shifts
- Logged 8,000+ packages annually with 99.4% retrieval accuracy

EDUCATION

Associate of Applied Science in Hospitality

Borough of Manhattan Community College • New York, NY • 2003 - 2005
Hotel & Hospitality Management • GPA: 3.7

SKILLS

32BJ Scheduling & Overtime
FDNY F-80 EAP Ownership
Doorman Hiring & Coaching
Board & Resident Communication
BuildingLink Resident Portal
Vendor & Contractor Management
Operational Documentation

LANGUAGES

English • Native
Polish • Native

STRENGTHS

Operating-manual leader
Builds tour schedules, owns the F-80 EAP, and hires doormen.

Long-tenure

18 years of progressive doorman roles across NYC.

CERTIFICATES

32BJ Training Fund Head Doorman

32BJ Thomas Shortman Training Fund
2019
Active union certification.

FDNY F-80 Fire Safety Director

FDNY • 2023
Active credential.

OSHA 30-Hour General Industry

OSHA • 2022
Active credential.