

## SAMPLE RESUME PROVIDED BY:

National Real Estate Recruiting – National Executive Search Firm

[www.nrer.org](http://www.nrer.org)

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**Name, CPM, CCIM**

Address

City, State Zip Code

Primary Phone Number

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**OBJECTIVE** To secure the Manager position with ABC Company.  
(optional)

### EXECUTIVE SUMMARY

Executive with over 20 years experience in management in a commercial real estate environment. COO role in Property Management, Development and Finance. (Be sure to mention in your Employment History, everything you state in your Executive Summary).

- Managed staff as large 100 employees
- Grew company profits 50% over a 2 year period
- Personally managed over 1 million square feet of office space and 1500 apartment units
- Guided company through property management software upgrade

### EMPLOYMENT HISTORY

**XTZ Company, Hometown, AL**

**March 2003 – Present**

Chief Operating Officer

Led property management company for 6 years. Grew organization through ownership transition and increased profits more than 50% over the last two years.

- Managed staff of 100 employees
- Opened four regional offices throughout the United States
- Hired, trained over 50 employees
- Developed corporate training program

### Accomplishments

Positioned company for sale in which the owner earned a 25% return on investment

**ACME Organization, Town, IL**

**January 1997 – December 2002**

VP - Senior Property Manager

Manager a portfolio of 1 million square feet of office, retail space throughout the metropolitan area.

- Oversaw daily operations of 25 staff members
- Developed and monitored annual budgets of over \$5 million.

- Reported directly to property owners
- Oversaw property rehab projects in excess of \$1 million
- Negotiated 350,000 square foot lease to largest retail in state

**Accomplishments**

Increased occupancy for 75% to 95% in less than one year

**Reason for Change**

Portfolio ownership change, new owners brought management in-house. Position eliminated

**Big Company – Big City, CA**

**January 1989 – December 1997**

Development / Finance Associate

Assisted and oversaw commercial real estate development projects from financing through development process.

- Underwrote \$50 million worth of office and industrial real estate
- Assisted in development of 500,000 square feet of office and industrial space

**EDUCATION**

University of Education Bachelor of Science – Real Estate Management	1987
Institute of Real Estate Management (IREM) Certified Property Manager designation – CPM	2002
CCIM Institute Certified Commercial Investment Member – CCIM	2004

**PROFESSIONAL AFFILIATIONS**

University of Education Real Estate Alumni <u>Board Member</u>	1998 – 2002
National Association of Office and Industrial Properties (NAIOP)	1997 – Present
Institute of Real Estate Management (IREM)	1998 – Present
CCIM Institute (CCIM)	2000 – Present
Organization of Giving Back <u>Chair</u> Non-profit for giving back to local community	2001 – Present

**TECHNOLOGY EXPERIENCE**

Microsoft Office – Excel, Word, Outlook, Publisher, PowerPoint. Yardi, Argus.