

National Real Estate Recruiting – National Executive Search Firm – www.nrer.org

Name, CPM, CCIM

Address

City, State Zip Code

Primary Phone Number

OBJECTIVE
(optional)

To secure the Manager position with ABC Company.

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**
Chief Operating Officer**March 2003 – Present**

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
VP - Senior Property Manager**January 1997 – December 2002**

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 annuals 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
Development / Finance Associate**January 1989 – December 1997**

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.