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**Gerard Martin Gibson, CFM, RPA, FMA**  
1217 Pecos Way, Plumas Lake, CA 95961  
Cell (925) 595-1780

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**Objective:** A Property/Facilities/Operations Management position with a professional well established organization.

**Highlights of  
Qualifications:**

Over 18 years of facilities and property management experience with extensive involvement in:

- Responsibility for Capital and Tenant Improvement Projects for a 5M s.f office/industrial portfolio
- Managing 90,000 sq. ft. to 150,000 sq. ft. commercial high rise Class A office space
- 90,000 sq. ft. Data Center with multiple emergency backup power systems
- Federal and State regulatory compliance (ADA, Life and Fire Safety)
- Vendor contract negotiations and management
- 300,000 sq. ft. to 1M sq. ft. build-to-suit project management
- Capital tenant improvements and Project management
- Budget preparation including forecasting and management
- Corporate facilities planning and space programming management
- Uninterrupted Power Supply (UPS), FM 200 Fire Suppression System, Liebert, Kohler
- Building consolidation and restack projects for 1000-2000 employees
- In-house employee relocations, furniture installation and maintenance, which resulted in cost savings in excess of \$500,000 per year in contractor costs.

**Professional  
Experience:**

**RREEF Management Company/Deutsche Bank, Walnut Creek, CA** **2002-Present**

*Operations Manager II*

Responsibilities include;

- Responsible for a portfolio consisting of over 5M square feet of commercial office and Industrial space, for institutional clients such as CALWEST/CALPERS, CALSMART, MASSPRIM, TEXTRON, and REITS; manage all capital and tenant improvement projects ranging from \$100,000 - \$1M +. Portfolio's consist of Industrial/Office Properties in Benicia, Concord, Dublin, Walnut Creek, and Fairfield, CA; triple net lease and full service lease administration.
- Responsible for maintenance and updating of construction drawings and mechanical plans and specifications; manage all construction related projects from bid solicitation to final turnover for tenant improvements and capital projects, and ensure that all applicable codes are compliant with their respective City requirements.
- Inspect sites on a weekly basis, coordinate all vendor-related work; solicit bids on an annual basis to ensure reasonable operating costs; monitor energy management systems and provide information to District Manager with regard to maintaining low level of energy consumption.
- Monitor the engineering department consisting of two engineers, to ensure that tenant related complaints are efficiently and expeditiously handled; coordinate general building and site repair with appropriate vendors and contractors; monitor all tenant construction: ensure accurate and efficient design and space planning of all architectural drawings.
- Provide tenant with building standard finish selections; solicit bids with regard to final costing of space plans; coordinate mechanical and electrical applications with the engineering department, architects, and contractors, to ensure consistency and adequacy; perform final walk-through and approve all punch lists.
- Pre-approve invoices for final approval by District Manager, manage the accounting of all project related expenditures, track and report any cost savings measures and related costs at the close of the project, to my District Manager.

- Coordinate with Property Manager tenant move in/out; complete move out inspection forms; manage tenants' deposit return through accounting office, and bill back any damages to space to tenant.
- Perform property inspections for my portfolio; follow up with all deficiencies to ensure property is maintained professionally from a owners perspective.

**CB Richard Ellis, Inc., Davis, CA**

**1999-2002**

*(Managing Agent for Washington Mutual Bank - Client)*

*Facility Manager*

Responsibilities included;

- Responsible for a portfolio consisting of over 300,000 square feet of branch, third party tenants, and corporate commercial space.
- Developing costs for annual capital and deferred budget by working with vendors and the operations department; generated monthly operations and status reports to our client.
- Servicing over 1,000 customer requests on a monthly basis by working closely on a daily basis with the client's service support desk and branch personnel.
- Managing a \$7M dollar occupancy/operations budget for the branch network and third party tenants
- Managing the operational and maintenance activities for all bank facilities for Sacramento, East Bay, and the Peninsula.
- Ensuring all capital/facility related projects are completed on time and within budget
- Responsible for churn management (adds, moves, changes), furniture disposition, and voice/data requirements for client.
- Ensuring all activities are in compliance with applicable state and federal regulations and guidelines.

**Westamerica Bancorporation, Suisun City, CA**

**1998-1999**

*Corporate Real Property Manager*

Responsibilities included;

- Managed the bank's property lease and sublease portfolio consisting of 86 leases including ground leases and warehouse space; negotiates leases, subleases and sale of bank property; markets, negotiates, and subleases bank's unoccupied leased space.
- Responsible for a portfolio consisting of 817,000 square feet of branch, warehouse, and corporate commercial space.
- Responsible for managing a \$12M dollar occupancy budget for the branch network and corporate headquarters.
- Management of the department's staff consisting of one Facilities Support Specialist and two Building Engineers.
- Directed and managed all activities related to physical relocations of branches and departments
- Managed all branch disposition activity with local real estate brokers for Northern and Southern California.

- Responsible for ensuring our 114 branches energy management systems, are Year 2000 compliant, certifying each location in writing from the manufacturer.
- Provided and managing cost estimates on facility related proposed capital expenditures to regional and customer service managers, and coordinating the project process to completion.

**PM Realty Group, San Francisco, CA**

**1996-1998**

*(Managing Agent for Fritz Companies, Inc. - Client)*

*Corporate Facilities Manager/Assistant Portfolio Manager, Western Region*

Responsibilities included;

- A portfolio consisting of over 200,000 sq. ft. of commercial high rise Class B office space; employee relations, project management, lease administration, in-house and off-site employee relocations; facility restacks, managing all facets of customer requests including space reconfigurations to capital improvements; supervise administrative and building personnel regarding property management issues.
- Directed and supervised teams of architects, contractors, and brokers to complete 300,000 sq. ft. to 500,000 sq. ft. build-to-suit projects; provide effective and clear communication for projects and meeting business objectives within budget; utilize analytical skills to recognize problems and provide viable and effective solutions; enhance vendor contracts through standards programs resulting in lower contractor costs and volume purchasing.
- Provided cash flow analysis, strong budget management, reporting and other information to owners regarding property condition and improvements; produce analytical graph charts describing various financial analysis and utility tracking analysis.
- Developed, implemented and managed in-house facilities programs: nameplate signage, furniture standards, furniture inventory systems, facilities services guides.
- Successfully completed employee relocation and tenant improvement project management for the Fritz Companies saving the client over \$30,000; negotiated competitive bidding processes on contracts and value engineering to achieve maximum value to Fritz.

**Citicorp North America, Inc., San Francisco, CA**

**1989-1996**

*Facilities Manager, Corporate Realty Services, Western Region*

Responsibilities included the following;

- Managed 150,000 sq. ft. of commercial high rise Class A office space and a 90,000 sq. ft. data center, implemented a injury - illness and prevention program; developed and provided an emergency preparedness program for all personnel; value engineered maintenance contracts with multiple vendors resulting in savings of \$200,000 annually.
- Successfully orchestrated the consolidation of our Bay Area Oakland headquarters (150,000 sq. ft.) and our Data Center facilities - (90,000 sq. ft.) to Citicorp Center in downtown San Francisco.
- Responsible for facilities services for 100,000 sq. ft. of Class A office space in a high rise environment for Citicorp's headquarters.
- Responsible for servicing over 700 customer requests on a monthly basis; oversaw capital improvement projects, space programming and design for systems furniture and casegoods; directed vendor teams for space design, bidding process, furniture acquisition and communications installations to ensure timely project completion on all phases of projects.
- Developed costs for annual capital budget by working closely with vendors and

senior management; tracked all building operating costs and produced monthly financial analyses; generated accounts payable and accounts receivable reports.

**Skills and Education:**

Windows and Macintosh Platform Proficiency -

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Microsoft Mail
- Microsoft Access
- Powerpoint
- Lotus Notes
- Graphical Data
- ACT (Database)

*Professional Designations*

**Certified Facility Manager, CFM** **IFMA-1997**

**Real Property Administrator, RPA** **BOMI-1997**

**Facilities Management Administrator, FMA** **BOMI-1997**

**Professional Affiliations:**

Building Owners and Managers Association, BOMA  
Building Owners and Managers Institute International, BOMI  
Institute of Real Estate Management, IREM  
International Facility Management Association, IFMA

**References:**

Furnished upon request