

OVERVIEW

Twenty years of commercial real estate experience with concentration on client relationship management, leadership of professional real estate teams and development / implementation of strategic and tactical initiatives. Expertise as both provider and client within the Corporate Real Estate Services platform with focus in Transactions, Facilities and Portfolio Administration.

EXPERIENCE

CB RICHARD ELLIS, San Francisco, CA, - June 2005 to Present **Vice President of Operations, McKesson Account**

- Appointed to new Sr. Leadership role as part of Account Refresh to re-work existing corporate processes and standards for Fortune 500 client
- Directed communication and implementation of strategic and tactical programs and initiatives while supervising personnel workloads and priorities for Account Operations Teams
- Supervised 60-person Facilities Team directly managing over 4.6 msf in 64 facilities throughout North America
- Managed Memphis-based Portfolio Administration Team responsible for managing data and reporting for approximately 17.0 msf of leased and owned property
- Responsible for developing and managing new Account Technology team to implement expanded client technology platform
- Member of Senior Leadership team responsible for negotiating/securing renewal of new 5-year contract in October 2007
- Increased client's portfolio value including supervising Facilities cost savings of over \$1.9 million since FY06 and directed outsourcing of 24 Facilities office services personnel to third party vendor, IKON, saving over \$250K annually

TRAMMELL CROW COMPANY, San Francisco, CA, - June 2004 to May 2005 **Portfolio Administration Account Manager, Tyco Account**

- Hired as liaison to develop strategy to improve disconnected Account team organization and communication between decentralized Account Directors, Portfolio Administration team and Tyco Senior Management
- Implemented recommendation to hire new Portfolio Administration team and re-position within vicinity of Account Directors in December 2004, creating \$700K in savings annually
- Managed transition, training and integration of new employees to Southern California office.
- Expanded portfolio analysis and produced Dashboard reporting deliverables to meet expanded Account requirements
- Developed transition plan to move off Account by May 2005

ROBERT HALF INTERNATIONAL, INC., Pleasanton, CA, - December 2000 to June 2004 **Real Estate Operations Manager**

- Managed 9 direct reports in 3 Corporate Real Estate divisions including Transaction Management, Lease Administration and Special Project Coordination
 - Partnered with Real Estate Director to recommend and implement annual portfolio strategy, processes and standards for over 300 North American office locations
 - Developed International real estate processes for project requests, budgeting and corporate approvals to integrate nearly 50 office locations throughout Europe, Australia and Asia
 - Partnered with space planning and construction to accommodate Strategy 2004 obligations of implementing corporate modifications to real estate metrics and build-out standards
 - Directed transaction personnel in Strategy 2003 implementation to reduce excess square footage and cost obligations resulting in over \$6.5 million in cost savings within 9 months
 - Executed immediate integration plan for newly acquired division initiating 30 short-term office space solutions in 3 months while identifying permanent office locations during 2002
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CIRCLE INTERNATIONAL, INC., San Francisco, CA, - August 1997 to November 2000
Facilities Manager, U.S. Real Estate

- Responsible for managing 68 leased, owned and sublet office/warehouse facilities totaling nearly 2.4 msf throughout the US
- Directed real estate processes of acquisition, lease, design, construction, usage and disposition of domestic corporate real estate assets
- During 1999, managed 24 real estate transactions including relocations, new facilities, subleases, expansions and sales
- Developed and implemented strategic plans to maximize value and operating efficiency of individual branches in partnership with the Chief Operating Officers of the Eastern and Western Regions
- Managed the coordination of outside vendors, internal departments and corporate management to execute real estate obligations

CUSHMAN & WAKEFIELD, INC., San Francisco, CA, - February 1989 to July 1997

Senior Account Associate, (March 1996 to July 1997)

Northern California Manager, Research & Analysis (January 1995–February 1996) Promotion

Supervisor, Research Services (July 1992–December 1995) Promotion, Relocation

Market Research Coordinator II (February 1991–July 1992) Promotion

Market Research Coordinator (February 1989–January 1991)

- Promoted to first Northern California Corporate Services employee in 1996 as designated provider to national corporate client, Circle International, to manage real estate objectives, reduce costs and increase portfolio value
- Increased responsibilities to include facilitating renovation projects, selecting local and national vendors and coordinating relocation projects for new Client facilities
- Recipient of the 1996 Northern California Employee of the Year award
- Continuous promotion through Research & Analysis service line culminating in management of 10 employees in five Bay Area locations analyzing over 250 msf
- Produced Northern California Office, Industrial and branch quarterly reports analyzing market statistics and trends

PROFESSIONAL AFFILIATIONS

- Corenet Global member
- IFMA member

EDUCATION

Linfield College, McMinnville, OR
Bachelor of Arts, Business

University of Paris, France
Sorbonne, International Program of Linfield College

Harvard University, Cambridge, MA
Emerging Leaders in Real Estate program
