

SUMMARY

I have been involved with the real estate industry in various capacities for almost 20 years. During my 10 years as a principal of a small real estate investment and development company, I bought and sold many residential properties in addition to providing property management services both to properties owned by the company and to properties owned by others. The past eight years have been spent in the commercial management industry assigned to third-party properties and corporate accounts at CB Richard Ellis and also to both owned and third party properties for one of Sacramento's largest commercial developers. I am a self-starter and very capable of finding solutions to difficult and unfamiliar situation and am comfortable working in a fast-paced and energetic environment with new tasks on a regular basis. In my current assignment, I am responsible for managing a team which includes administration and engineering staff for a corporate client. As part of a recent portfolio-wide cost containment exercise targeting \$5.7 million in savings, I achieved \$733,573 in savings from my property budgets of \$3,042,549 while continuing to maintain the properties in a manner acceptable to the client.

PROFESSIONAL EXPERIENCE

Nov 2006 to present Facilities Manager, CB Richard Ellis

- Responsible for a Wells Fargo commercial portfolio of 594,000 square feet including 5,580 square feet of critical environment.
- Supervise cross-functional team of four Engineers and one Assistant Facilities Manager.
- Part of account transition to CB Richard Ellis, Trammell Crow acquisition transition plus assisted in client transition of acquired companies and mergers.
- Transitioned client properties into portfolio with substantial savings over existing vendor contracts.
- Maintain open and effective communication channels with client to better provide exceptional service, including establishing a very successful relationship which required turning a difficult personality into a raving fan.
- Provide client business units and 3rd party tenants remarkable service while implementing cost cutting measures as directed by client.
- Prepare and implement capital and operating budgets.
- Responsible for client reports including Project Pipeline, Forecast, Variance and Operations.
- Project management for major building projects.

Feb 2006 to Nov 2006 Assistant Real Estate Manager, Evergreen Management Company

- Support the Real Estate Manager in managing all aspects of a portfolio of 19 commercial properties including operations and financial activities.
- Oversee collection of rent, compliance with lease terms and preparation of all required legal notices.
- Set up properties, leases and tenants in MRI. Input rent and monitor aged delinquencies utilizing MRI. Calculate and collect all special billings including Tenant Improvement overages.
- Prepare accurate, timely and complete variance reports on a monthly and quarterly basis.
- Lead the planning, budgeting and control of operating and capital expenditures for 19 annual budgets along with expense reconciliations.
- Maintain tenant and vendor insurance certificates and endorsements to meet contractual requirements.
- Perform inspections of properties. Recommend and direct alteration and maintenance of property as necessary. Solicit bids, negotiate terms and prepare contracts for vendor services.

2004-2006 Assistant Real Estate Manager, CB Richard Ellis.

- Support Real Estate Manager in managing all aspects of a portfolio of commercial properties including operations, financial activities, and preparing lease renewals.
- Respond to tenant needs and coordinate maintenance staff to resolve problems. Maintain positive relationships and high retentions levels with all tenants. Ensure compliance with rules and regulations.

- Perform regular inspections of properties. Recommend and direct alteration and maintenance of property as necessary. Solicit bids, negotiate terms and prepare contracts for vendor services; supervise as required.
- Maintain tenant and vendor insurance certificates and endorsements to meet contractual requirements.
- Oversee the preparation of accurate, timely and complete financial, operating and variance reports.
- Support the planning, budgeting and control of operating and capital expenditures, including overseeing calculation of all special billings. Assist with preparation of annual budgets and forecasts.
- Oversee collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices. Coordinate legal action as necessary.

1994-2004 Property Manager and Secretary/Treasure, North-Pacific Investments, Ltd.

- Commercial and residential real estate investments in Oregon, California and Mexico.
- Liaison with Realtors, Escrow Officers, Lenders, and Investors for purchase and sale of investment real estate. Negotiated and executed Joint Venture Agreements.
- Held Property Management license in Oregon and managed up to 250 residential and commercial units at any given time, trained and supervised office staff and maintenance staff in addition to marketing for and negotiating new property management contracts.
- Property inspections: move-in, move-out, HUD, yearly condition inspections.
- Court actions.
- Reporting: Occupancy, Delinquency and Financial.
- Preparation and execution of all lease agreements.
- Bookkeeping: AR/AP, Tenant collections, and billings.
- Communicated with owner, tenants and vendors on all necessary issues.
- Site selection and project management for investment properties.

1993-1994 Office Operations, North Point Real Estate and Development

- Reception and secretarial services for 5 agents.
- Entered listings in Multiple Listing Service.
- Created template and implemented system for window display of listed properties.
- Light bookkeeping, commercial property management duties, including collecting and posting rents received.

Prior work experience: Office Manager, Physical Therapy Office
Escrow Officer/Marketing Specialist
Loan Processor
Teller/New Accounts Specialist

EDUCATION

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| 2008 | CFM -- Certified Facility Manager |
| 2005 | California Real Estate license. |
| 2003-present | Bachelor of Science in Business Administration, University of Phoenix, Rancho Cordova, CA Completion expected March 2012. |
| 1984 | Diploma, Roseburg High School, Roseburg, OR |

ASSOCIATIONS

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| Current | IFMA | Membership Committee |
| Past | BOMA | |

SKILLS

Word
Excel
Power Point
10-key
Typing 80+ wpm

ACCOUNTING SOFTWARE

MRI
Skyline
Yardi
QuickBooks
rCash

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