

PROPERTY MANAGER

(Value added: Licensed Master Electrician)

Property Marketing & Showings | Negotiation of Leases, Renewals & Terminations | Landlord/Tenant Law
Oversight for Repairs & Construction | Construction Project Budgets
Contractor Vetting & Service Contract Negotiations | Routine & Preventative Maintenance
Vendor Management & Quality Standards | Effective Collaborations with Contractors, Attorneys, and Accountants
Enforcement of Premises Policies & Lease Stipulations | Payables, Receivables & Operating Expense Reductions
Excellence in Relationship Management with Tenants | Tenant Servicing

PROFESSIONAL EXPERIENCE

THALER REALTY CORP.—Lake Success, NY

Property Manager / Managing Partner | 2011 – March 2021*

** Properties were sold, the business closed*

- Accountable for property management at two commercial buildings with 23 retail tenants (Brooklyn, NY & Hicksville, NY)
- Marketed space for lease. Vetted potential tenants for non-compete issues with existing tenants, as well as financial/creditworthiness and reputation checks.
- Negotiated new leases, renewals, and early terminations. Required and confirmed each tenant had appropriate premise insurance. Apportioned property taxes and some common area repairs to specific tenants. Communicated with real estate attorneys to discuss modifications to leases.
- Visited buildings frequently to conduct inspections and showings. Addressed tenant issues and maintained rapport. Coordinated move-in and move-outs.
- Personally ameliorated many issues without the delay or expense of contacting outside vendors for resolution.
- Vetted contractors, obtained estimates, and negotiated fees to perform maintenance and repairs, inclusive of HVAC, snow plowing, waste removal, roofing, sidewalk repair, and buildouts/alterations for new tenants. Inspected work to ensure standards were met.
- Managed payables and receivables. Reconciled rent payments. Reviewed all vendor invoices for accuracy and approved or questioned them as appropriate. Executed payments for repairs, utilities, taxes, and liability insurance.
- Enforced lease stipulations regarding property modifications and use of space.
- Set in motion eviction processes when needed.
- Used public relations skills to finesse issues with owners of neighboring properties.
- Managed common area maintenance (CAM) issues.
- Early in tenure, acted as the construction project manager to build a 15,000 sq ft strip mall. Selected an architect. Evaluated, reviewed bids, and hired all subcontractors—land clearing, excavation, framing, masonry, plumbing, electrical, roofing, and carpentry. Shepherded plans through the Town of Oyster Bay. Met building inspectors on site. Delivered the project on time.

STANDEVER ELECTRICAL CONSTRUCTION CORP.—Farmingdale, NY

Electrical Contractor / Owner | 1995 – 2011 (plus sporadic projects from 2011 – 2020)

- Comprehensively planned and executed electrical work for new construction and major renovations related to commercial, industrial, and residential projects—warehouses, department stores, corporate offices, and more.
- Reviewed schematics and estimated/bid on projects, which encompassed one or more of the following: upgrading electrical service (200/300/400/800/1200 amps), generator hookups, backup power supplies for data centers, full exterior lighting, interior lighting, and electrical outlets.
- Supervised up to ten employees—journeyman electricians, electrical helpers, and an administrative assistant.

EDUCATION

Bachelor of Science, Business Administration, 2007, *magna cum laude*
ADELPHI UNIVERSITY—Garden City, NY

CONTINUING EDUCATION

Real estate law and finance classes
NEW YORK UNIVERSITY—New York, NY

Project management course
STONY BROOK UNIVERSITY—Stony Brook, NY

45-hour real estate course
SUFFOLK COMMUNITY COLLEGE—Brentwood, NY

PROFESSIONAL CREDENTIALS

Licensed Master Electrician, Nassau & Suffolk Counties