

# CLIENT NAME

Orlando, FL | 555-123-1632 | [ClientName@gmail.com](mailto:ClientName@gmail.com) | [LinkedIn.com/in/ClientName](https://www.linkedin.com/in/ClientName)

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## REAL ESTATE MANAGER

*20+ years' experience overseeing all aspects of national/regional multisite commercial real estate portfolios  
Year-after-year success exceeding leasing goals, development budgets, and market branding  
Strong Team Leader managing, motivating, coaching up retail brokerage teams to achieve challenging goals*

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## CORE COMPETENCIES

Strategic Growth Plans | Proforma Analysis | Leasing / Merchandising Development | Site Analysis / Selection  
Market Research – Macro/Micro Trade Area | Negotiations | Budgeting | Multiproject Management  
Executive / Committee Presentations | Cross-Functional Team Collaboration | Brand Champion  
Entitlement Operations | Relationship Building | Staff Development / Leadership

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## PROFESSIONAL EXPERIENCE

**Vice President, Retail Services** | CORPORATE NAME, Orlando, FL 2022 – Present

Service 10+ Southeast tenants with site identification, market studies, sales projection analysis, and marketing and leasing of existing/proposed retail developments.

- Consult on zoning/re-zoning requirements, due diligence timelines, municipal approval processes, proforma analysis, and construction budgets with key clients–Red Bell Partners, Vision Development.
- Create and present real estate development plans for preferred retail developers in region, sourcing and identifying new development properties, buildings, opportunities.
- Coordinate real estate committee packages, providing traffic counts, demographics, and housing growth maps/models.
- Assist with securing entitlements, verifying zoning, negotiating LOIs/PSAs; provide distance surveys/zoning details.
  - Attend preliminary review meetings and work with legal counsel on drafting applications for approval.
- Develop, recommend, and coordinate strategic market expansion with national/regional retailers, using demographic programs, co-tenancy compatibility, housing growth modeling, and infrastructure expansion/plans.

**Regional Development Manager** | COMPANY, LLC, Orlando, FL 2022 – 2022

**Managed 15 real estate development projects in 8 months** throughout Florida for freestanding dental offices, overseeing and providing site selection, analysis, acquisition, and construction budget.

- Conducted proforma/market analyses; prepared packages for internal/external real estate committee review/approval.
- Performed and presented site research, demographics, and mapping for weekly departmental/executive meetings with CEO, CFO, COO, Senior VP of Real Estate, Real Estate/Operations managers, HR (staffing).
- Led sales process for Florida market, preparing properties for sale, creating financial evaluations, and selecting brokers.
  - **Negotiated purchase/sale agreements, LOIs, PSAs, and tenant approvals.**
- Coordinated with Finance, Project Management, Construction on dates/milestones to ensure tenant lease fulfillment.

**Sr. Real Estate Manager, National Retail Expansion** | PARALLEL (SURTERRA WELLNESS), Winter Garden, FL 2018 – 2022

Developed and executed market plans for new/existing markets to enhance company's portfolio; **increased portfolio value by executing 78 leases nationally.**

- Sourced and executed 60 retail locations nationally, analyzing markets to determine best available trade areas.
  - Negotiated LOIs and interfaced with team attorneys on lease negotiations/execution.
- Cultivated and maintained relationships with brokers, developers, and property owners.
- Partnered with cross-functional teams–Operations, Distribution, Government Relations, HR, Construction–to create project deadlines, administer/amend leases, and manage real estate activity.
  - **Aligned activities/efforts with teams to grow facilities, distribution warehouses, office space, fostering collaboration to maximize synergy and efficiency.**
- Represented organization to local government entities and public; facilitated community meetings and public hearings.
- Researched state/local regulations and zoning codes to determine jurisdictional requirements.
- Prepared development reports/updates on project timelines, state/municipal applications, leases, LOIs, construction.
  - Presented to initial/final committees of investors, CEO, COO, CFO, VPs of Finance, Operations, Construction.

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## PROFESSIONAL EXPERIENCE, CONTINUED

**Director, Retail Leasing** | REAL ESTATE, Orlando, FL 2016 – 2018  
Conducted landlord and tenant retail services to local, regional, national retailers while overseeing business development for Central Florida.

- Generated and provided market knowledge/trends, including residential/commercial growth patterns, rental rate capitalization, and forecast projections.
- Fostered cohesive tenant mix in shopping centers to create synergy between retailers.
- Prepared zoning/permit applications and assisted developers with construction management.

**Vice President, Leasing** | CORPORATE NAME, Maitland, FL 2011 – 2016  
Oversaw leasing and business development for Central Florida while focusing on achieving above market rental rates for regional and institutional landlords.

- Created tenant marketing campaigns and resolved rent, landlord/tenant disputes.
- Managed and guided 5 retail brokers to meet and exceed client goals/expectations.
- **Executed leasing and merchandising 4.4M+ sq ft of power, strip, and lifestyle centers in 9 states.**
  - Initiated, negotiated, and finalized new leases/renewals.
- **Awarded 2012 Annual Costar Power Broker Award** for Orlando, FL.

**Leasing Manager – Lifestyle and Regional Shopping Centers** | COMPANY, Beachwood, OH / Lake Mary, FL 2007 – 2011  
Managed leasing and merchandising specialty/regional shopping centers portfolio across 6 states (TX, PA, NC, IL, KS, AZ) while directing retail brokerage teams of 2–3 Brokers per state.

- Coordinated marketing and canvassing trips to maximize leasing efforts and shopping center branding.
- Exceeded leasing budget for 2008, 2009, and 2010 while increasing overall occupancy 2.1%.
- Conducted and chaired 20+ portfolio reviews with national/regional retailers.
- Assisted in renewal negotiations with Barnes & Noble and Gap Inc for 2010 and 2011, negotiating relocations, terminations, rent restructure.
  - **Achieved favorable renewal leases triggering co-tenancy clauses** if tenant vacated space.
- **Awarded 2009 Deal of the Year** for Alamo Drafthouse Cinema at The Village of Stone Oak in San Antonio, TX.

**Real Estate Development Manager** | COMPANY, LLC, Chicago, IL 2003 – 2007  
Managed 7 development projects to successful execution, completing below budget and prior to deadline.

- Sourced 800,000+ sq ft of development opportunities nationally.
- **Assisted in securing \$70+ million in lender financing for development projects**, building business relationships with international, national, regional lenders.
  - Prepared lending packages, proformas, lease abstracts, and pertinent information for lender approval.
- **Maintained 99% occupancy** on retail leasing responsibilities up to 10,000 sq ft.
- Developed and introduced Market Manager program optimizing demographic analysis to source emerging markets/trade areas.

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## EDUCATION

**Bachelor of Science, Business Management** | UNIVERSITY NAME

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## PROFESSIONAL AFFILIATIONS

International Council of Shopping Center | Next Generation Program | Urban Land Institute