

# ROBERT SMITH

## Assistant Director of Property Management

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An accomplished professional with over 16 years of property management experience in Retail Shopping Centers, Industrial, Office, Flex, and Residential assets. Superior knowledge of retail commercial real estate, retail building operations, facilities and construction, accounting systems, and advanced computer skills. Extensive knowledge and understanding of landlord/tenant lease language, leasehold obligations, and financial functions involving Common Area Maintenance billing and recovery.

## EXPERIENCE

### Assistant Director of Property Management

#### Douglas Property Management - MARCH 2011 - PRESENT

- Manage all aspects of 800+ commercial and residential properties including marketing, operations and financial activities providing superior service to tenants and property owners.
- Negotiate with clients, the terms and conditions for providing management services, draft agreements stipulating extent and scope of management responsibilities, services to be performed and costs for services; monitor contract compliance to ensure maximum revenue and client objective success.
- Manage sales, leasing and accounting staff of 43 employees by overseeing due diligence and monitoring the activity of outside brokers.
- Coordinate marketing and leasing of properties; show properties, perform regular property inspections, qualify prospective tenants, and negotiate leases.
- Assist with sales and marketing campaigns and maintain prospect and customer information database.
- Communicate regularly with property owners ensuring objectives are being met.
- Conduct and maintain relationships with "key" clients/tenants, industry and trade associations, representatives of government, public service organizations, customers, and vendors.

### Principal Broker/Owner I I

#### Paramount Home Realty Group, Inc - MARCH 2002 - FEBRUARY 2011

- Successfully guided homebuyers and sellers through the sale and purchase of properties.
- Generated lists of properties that were compatible with buyers needs and financial resources.
- Established a positive flow of communication with other agents, buyers, and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process.

- Coordinated property closings, overseeing the signing of documents and disbursement of funds.
- Prepared leases, contracts, reports, and complex powerpoint presentations; responded to RFIs.
- Managed and oversaw the performance of 68+ income-producing residential properties and 11 commercial properties ensuring that clients real estate investments achieved their expected revenues.
- Discussed with clients the terms and conditions of management services; drafted agreements stipulating extent and scope of management responsibilities, services to be performed and costs.

## EDUCATION

- Real Estate Broker - January 2002 to February 2002(Pines School Of Real Estate - Pembroke Pines, FL)Bachelor Of Arts in Business Administration - January 1992 to January 1996(University Of Central Florida - Orlando, FL)

## SKILLS

Commercial & Residential Real Estate Sales, Commercial & Residential Real Estate Leasing, Real Estate Development, Property Management, Forecasting, Occupancy, Appraisals, Rent Collection, Site Management