Lease Administrator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Lease Administrator with an extensive background of 15 years in lease abstracting, administrative commercial real estate accounting, billing percentage rent, common area rent, and real estate tax reconciliations. Proven progressive project manager, with broad-based activities in financial planning, computer operations, and accounting problem solving. Possess the ability to successfully manage multiple priorities and assignments accordingly.

Skills

Accounts Receivable, Accounts Payable, Prepare And Process Payroll Information, Microsoft Excel, Microsoft Word, PowerPoint, And Access, Quick Books

Work Experience

Lease Administrator

Cb Richard Ellis Of Va, Inc - July 2006 – Present

- Supporting the asset management department by preparing budgets for various properties, handling, posting and depositing corporate rents.
- Reconciling client accounts, reading civilian and government leases and extracting the pertinent information for billing purposes, billing clients for monthly and/or annual operating expense, and maintaining 20+ portfolios for the asset management division.
- Providing highly efficient administrative and office management support to the asset management team including.
- Developing, inputting and tracking spreadsheets using Microsoft Office tools as well as other business and functional tools.
- Ensuring that all payments are allocated according to established procedures.
- Preparing reports that compare budgets with actual expenses.
- Ensuring client insurance certificates are current with established guidelines met.

Lease Administrator

ABC Corp - 2003 – 2006

- Entered lease contracts in the database for accountants to book and initiate billing.
- Compiled numerous lease agreements and supporting documentation for the director of the fleet.
- Responsible for annual lease form reviews. Reviewed requested changes to lease and addenda to eliminate duplication and validity of new addenda.
- Reviewed management agreements to determine if owners approval is required for requested changes and developed a tracker to eliminate re-reviewing of the original management agreements.
- Worked with on-site on requested changes being made in a timely manner.
- Responsible for confirming that all fair housing/ state, local regulations and laws are not being violated.
- Revised/implemented new policies, procedures, rental criteria and forms that pertain to leasing and/or special projects, as assigned.

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Education

Business - 2002 (CHURCHLAND HIGH SCHOOL - Portsmouth, VA)English, Psychology And Principals Of Real Estate - (TIDEWATER COMMUNITY COLLEGE)

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