

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Property Management

#### EXAMPLE 1

##### PROFILE / CAREER OBJECTIVE

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I have extensive and progressive experience in all aspects of corporate real estate including portfolio leasing and the management of Premium A & B Grade properties in both Perth and Melbourne.

My most recent role required a very motivated owner management approach where assets were maintained at a high level with a premium level of service provided. A commercial view has always been a strength in contributing to the development of the portfolio by implementing additional asset income streams such as an observation deck, car parking, and telecommunications infrastructure.

I am a highly motivated person aiming to deliver above expectations. I enjoy engagement with the many stakeholders in property and asset management, including project work, and like to ensure staff and tenants are treated with respect to ensure productivity and tenant retention.

Currently seeking a Senior Property role with a focus on Portfolio Management & Leasing.

##### SKILLS & ATTRIBUTES

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- Property management based on a premium level of customer service
- Development and implementation of property and asset management strategies, procedures, and policies
- Leasing negotiations with prospective and existing tenants
- Negotiation of legal/lease documentation (commercial and retail)
- Strong commercial acumen with sound appreciation of forecasting, budgeting, and financial reports
- Genuine interest in sustainability and the environment; working with Consultants to achieve optimal NABERS ratings for properties, and investigation of capital expenditure options
- Strong attention to detail enabling me to regularly make sound decisions
- Well organised with a systematic approach
- Flexible and adaptable to changing or unexpected circumstances
- Enjoy brainstorming and looking at things from different perspectives
- Strong oral and written communication including the preparation of planning and management reports
- Proficient computer literacy with Microsoft Office Word and Excel and adaptable to new programs
- Highly self-motivated with a friendly disposition and work well autonomously in a team environment
- Proven negotiation and relationship management with staff, tenants, other agents, and consultants

# Property Management

## EXAMPLE 2

### PROFILE

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Highly motivated professional with over five years of commercial and retail property experience, a Diploma in Asset & Facilities Management and studying a Master of Property currently in the final semester.

Broad portfolio management experience including neighbourhood shopping centres and cinemas across Australia and New Zealand, premium office towers in Melbourne and leasehold sites for a luxury retailer in high profile locations.

### SKILLS & ATTRIBUTES

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#### Technical

- Retail legislation and property management experience across Victoria, New South Wales, Queensland, Western Australia, and New Zealand
- Complex negotiations including new sites, exiting sites, surrender of leases, casual licences, lease renewals, market reviews and sub-leases
- All facets of lease management including negotiating with legal stakeholders, execution, and entering all relevant data into lease management software
- Key understanding of valuation principles and practices
- Broad range of building maintenance knowledge including contractor management, minor capital upgrade projects, peer reviews and preventative maintenance programs
- Intermediate computer literacy, MS Word, MS Excel, Power Point, Adobe, Publisher, SAP, Yardi, Lease Eagle and Argus Estate Master (Development Feasibility)

#### Financial & Commercial

- Demonstrated ability to lead portfolio budget process for both freehold and leasehold
- Highly analytical, with a strong understanding of P&L statements and proven ability to identify anomalies for optimal results
- Feasibility studies including both landlord and retailer leasing and property development
- Ability to manage the outgoings audit and reconciliation processes

#### Interpersonal and Communication

- Report writing with focus on monthly & quarterly results, leasing, and annual business plans
- Excellent verbal communication with confidence to engage with stakeholders at all levels
- Flexible and competent in prioritising workflow to meet deadlines and changing demands
- Highly self-motivated, reliable and focussed on producing results

# Property Management

## EXAMPLE 3

### PROFILE

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Property executive with more than 20 years' experience across all aspects of corporate real estate in Melbourne, Sydney and Perth including both private and public sectors. My most recent roles required outstanding broad strategic, commercial and technical knowledge in all land, building and infrastructure asset management, leasing, and a commercial orientation aligned to performance accountabilities.

Firmly entrenched within each role I have become accustomed to developing and adapting in a constantly changing environment managing diverse stakeholder and industry engagement and relationship plans, consisting of government departments, property companies, engineering and construction contractors and building designers, planners and consultants to deliver on results.

### CAREER OBJECTIVE

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Currently seeking a Senior Property Management role with a multisite environment within the infrastructure, retail or financial service sectors.

### SKILLS & ATTRIBUTES

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#### Management

- Strong leadership and results driven capability, including developing teams to deliver commercial business opportunities in a property setting
- Business operations and profit & loss management of both revenue and costs divisions, including commercialization, sales & leasing investment and divestment strategies
- Demonstratable commercial and contract negotiation expertise with excellent conflict resolution abilities
- Highly developed project management abilities with the capacity to undertake a wide range of projects, work within tight timeframes and budgets, in complex Government or private sector environment
- Driving success from property sales and commercial leasing portfolios
- High level ability to think strategically in a complex property environment

#### Property & Technical

- Strong understanding of the built environment industry ranging from design, construction, maintenance, operational management and sales and acquisition of land, buildings and infrastructure
- Excellent knowledge of legislative and regulatory requirements
- Sound understanding of asset lifecycle and return on investment principles
- Extensive property sales and leasing transaction experience across Corporate and Government
- Demonstrable knowledge of the 'end to end' portfolio investment process from inception to completion including initial acquisition, portfolio development & management, leasing and disposal
- Managing approval processes within regulated environment

#### Communication & Interpersonal

- Excellent verbal and written communication including the preparation of strategic plans and tender documents
- An engaging and friendly manner, able to communicate with a wide-ranging audience to build and enhance relationships
- Highly motivated person with a high level of energy and a hands-on approach aiming to deliver above expectations