

Rae B. Stewart, CPM®

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PROFILE

- Detail oriented with ability to analyze and prioritize tasks according to assignments.
- Excellent communications skills, establishing relationships with management, clients and tenants.
- Good organizational, multi-tasking, and problem solving skills.

EXPERIENCE

Brookside Properties, Inc

March 2010

- Maintain responsibility for 500,000 square foot portfolio consisting of 9 retail shopping centers, 1 office building and 2 warehouses.
- Review tenant data and accounting information using various software programs.
- Maintain responsibility for rent collections and monthly sales report data.
- Prepare monthly management reports for owner distribution.
- Prepare annual budgets for review and approval. Bid and coordinate capital project

In-Rel Management

CB Richard Ellis

March 2008

Real Estate Manager

- Maintain responsibility for 675,000 square foot portfolio consisting of 5 office buildings and 2 retail shopping centers.
- Review and manage property and tenant data in Yardi.
- Manage maintenance staff and outside contractors for vacant space preparation and tenant improvements. Bid and coordinate tenant and capital improvement projects.
- Establish effective tenant relationship with key contacts.
- Prepare annual budgets for review and approval.

Trammell Crow Company, Nashville, TN

June 2006

Property Manager

- Maintain responsibility for implementation and coordination of property management for 2 office buildings and 1 retail shopping center.
- Maintain tenant and property data in Yardi software
- Manage maintenance staff and outside contractors for vacant space preparation and tenant improvements. Bid and coordinate capital improvement projects.
- Establish effective tenant relationship with key contacts.
- Prepare annual budgets for review and approval.

ProLogis, Nashville, TN **2003-2006**
Senior Property Manager

- Maintained responsibility for implementation and coordination of all property management operations for a portfolio in excess of 5,000,000 square feet that consisted of 49 industrial properties with 140 tenants.
- Maintained tenant, property and accounting data inYardi.
- Managed and coordinated administrative staff, maintenance team and outside contractors for vacant space preparation, tenant improvements, capital projects and general property maintenance. Monitored progress, ensuring projects were completed successfully, on schedule and within budget
- Developed, administered and monitored multi million dollar capital expenditure and operating budgets.
- Reduced 2005 Accounts Receivable to less than \$300 on approximately \$12,000,000 rent roll.
- Established effective relationships with tenants.
- Entered and approved accounts payable in PeopleSoft.
- Reviewed and prepared monthly financial reports with full variance detail explanations.

Colliers Turley Martin Tucker, Nashville, TN **2002-2003**
Senior Property Manager

- Managed 19 industrial properties and 2 office building portfolio in excess of 3,000,000 square feet, owned by individuals, partnerships and institutional owners.
- Prepared and implemented annual operating and capital expenditure budgets.
- Performed property inspections for owners and outside agencies.
- Coordinated maintenance, tenant calls and tenant improvements.
- Contracted for services and approved capital expenditures.
- Established relationship with tenants.
- Reviewed tenant and accounting data in Yardi, MRI and Skyline.
- Coordinated maintenance and repairs per budget, approved payables and prepared owner reports.

Trammell Crow Company, Memphis-Nashville, TN **1998-2002**
Property Manager

- Managed a portfolio in excess of 2,000,000 square feet of industrial, office and retail space, owned by individuals, partnerships and institutional owners such as CIGNA, Cal-East, INVESCO, Crow Family Holdings and AMB.
- Prepared budgets for owner approval and implementation.
- Prepared monthly report packages in Yardi, MRI, Skyline and CTL.
- Performed property inspections; assisted in inspections from environmental agencies, lenders and due diligence companies

TESCO Properties, Memphis, TN 1996-1998
Assistant Vice President

- Supervised and directed operations of 1,000 units of affordable multi-family and elderly housing communities.
- Hired and trained 20 on site personnel.
- Prepared annual budgets and submitted budget driven rent increases to government agencies.
- Approved payables and tracked budget variances.
- Performed property inspections, responded to outside inspections.
- Audited resident files and records.
- Maintained compliance with government regulations

Confederated Management Co., Memphis, TN 1978-1996
Vice President, Operations and Property Manager

- Supervised operations of 1200 units of conventional and affordable multi-family and elderly housing communities.
- Hired and trained 35 site employees.
- Contracted outside vendors for repairs and improvements.
- Established rent collection and eviction policies and procedures.
- Supervised bill payment and accounting records.
- Prepared budgets and owner reports.
- Established preventive maintenance program.
- Performed property and unit inspections

EDUCATION

Bachelor of Arts, Public Relations
University of Memphis, Memphis, Tennessee

**PROFESSIONAL
ACHIEVEMENTS**

- Certified Property Manager
- Institute of Real Estate Management – Faculty Instructor
- Licensed Real Estate Broker – Tennessee
- 2009 Greater Nashville IREM Chapter President