

ASSISTANT, ACQUISITIONS AND DISPOSITIONS

Summary

Acquisitions and dispositions coordinator adept in client relations, due diligence and real estate management. Seeks a challenging position in property management with room for continued growth and professional development.

Experience

Company Name February 2007 to Current Assistant, Acquisitions and Dispositions

City , State

- Coordinate due diligence information in the disposition of non-core properties to brokers and principals/investors
- Facilitate underwriting of potential acquisitions in coordination with leasing reps and regional asset managers
- Work on the capital harvesting program to sell off non-core assets and out-parcels in creating capital that can be redeployed into better-performing core assets
- Manage acquisitions and dispositions network drive and update the company website as properties are sold and acquired
- Organize Investment Committee Meetings for discussion and approval of redevelopment properties as well as approval of acquiring or disposing of assets
- Prepare property reports such as rent rolls, tenant sales, aged receivables, and operating statements for the analysis of core and non-core properties slated for disposition

Company Name November 2000 to January 2007 Sales and Product Associate

City , State

- Supported associate Field Sales Representatives to assist with high-volume single or multi-site customers
- Acted as liaison between customers and Field Representatives to generate leads and quotations for possible future sales
- Diligently researched information in assisting customers and distribution companies with technical product and applications inquiries
- Processed customer invoices for purchase of demonstration equipment and maintaining sales representatives' consignment accounts
- Authorized requests for product returns and exchanges as well as monitored high-dollar purchase orders and customer account status

Company Name July 1999 to November 2000 Office Manager Assistant

City , State

- Reconciled daily fees and posted payments accordingly.
- Prepared forms for medical billing and processed claims to appropriate insurance companies.
- Maintained inventory of supplies and medicines/vitamins.
- Resolved patient inquiries and performed general clerical duties.

Education

St. John's University 2000 B.S : Biology City , State , United States

New York University 2011 Professional Certificate : Real Estate Finance and Investment City , State , United States

Skills

JD Edwards; Business Intelligence; Argus; Microsoft Word, Excel and PowerPoint; OnBase; SAP; AS400