

BELINDA L. ALANIZ

PROFILE

- Senior real estate management professional with proven track record of boosting bottom-line profitability while improving client satisfaction and tenant retention rates in the highly competitive commercial retail, office, and industrial arenas
- Demonstrated ability to improve asset value, manage multiple concurrent construction and improvement projects, prepare accurate short- and long-term forecasts, develop and administer multi-million-dollar budgets, generate operating statements and variance analyses, and introduce cost controls
- Skilled negotiator with proven history of effectively managing vendor, contractor, consultant, and tenant relationships; extensive experience with bid qualification, review, and award process as well as lease negotiation and renewal process, and acquisition and disposition due diligence
- Dynamic communication, team leadership, and C-level executive reporting skills
- Sharp technical proficiencies, including Microsoft Office, Adobe Acrobat, Lotus Notes, QuickBooks, AS400, Argus, Timberline, Yard, Call Center Workstation, Skyline, MRI, AUTOCAD, JD Edwards, Spectra, and Kardin

~ KEY ACHIEVEMENTS ~

- Planned and completed \$1.1M in special projects and tenant improvements for CB Thomas Gregory, delivering 3% under budget and within all deadlines
- Contributed to planning and monitoring of \$45M in capital improvements towards the enhancement of 400K sq. ft. of retail center space for CB Thomas Gregory
- Reduced operating expenses at CB Thomas Gregory by 30% through vendor evaluation and consolidation; streamlined purchasing and went from working with 30 vendors to working with 5 vendors
- Achieved renewals in excess of \$1M at Jackson-Shaw Company
- Successfully reduced Jackson-Shaw portfolio expenses by 60%+ by employing alternative solutions to rising utility and operating costs through a bidding process
- Packaged, marketed, and brokered disposition of Taco Bueno pad site on a 5% cap rate at Oakridge Investments
- Granted CB Richard Ellis Rising Star Award (2007) – Orlando Real Estate Manager of the Year

WORK EXPERIENCE

CB Todd Graham, Orlando, FL 2006 - Present

Real Estate Manager

- Entrusted with responsibility for managing P&L for \$7M related to 10 properties comprising 1.5M sq. ft. of property across the greater Orlando area
- Develop and administer operating budgets with aggregate EBITA of \$8M+ annually; prepare 5- and 10-year forecast projections
- Manage 4 employees as well as 20+ contractors and consultants in all aspects of day-to-day operations and special projects; serve as lead liaison for 3 portfolio owners, 230 tenants, and 4 landlord leasing agents
- Drive contract negotiations, capital and tenant improvements, and construction activity; communicate with executive leadership, senior management, clients, tenants, and other stakeholders

Jameson Shard Company, Dallas, TX

2005 - 2006

Property Manager

- Expertly managed 910K+ sq. ft. of retail, office, and industrial/flex space as well as administering \$5M+ portfolio budget, reporting on portfolio performance, and producing 5-year forecasts
- Led highly proficient team of 3 direct reports and ensured exceptionally high satisfaction and retention levels among the properties' 65 tenants
- Prepared property sales and marketing packages; additionally assisted developer clients in all lease negotiations

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Oakvalley Investments, Dallas, TX

2004 - 2005

Property Manager/Research & Sales

- Created and executed marketing plan, performed extensive business development functions, introduced customer service process improvements, and followed up on all client relations
- Generated development and sales pro formas for proposed acquisitions and dispositions
- Authored and presented sales and leasing packages, executive summaries, and demographic analyses for owners and capital partners

Navy Federal Credit Union, Rota, Spain

2003 - 2004

Member Service Representative

- Supported for than 5,000 NFCU members by providing customized budget and loan guidance

New Plan / Bradford Management Co., Dallas, TX

2000 - 2002

Assistant Property Manager

- Gained valuable hands-on experience serving as a liaison to 350+ tenants, 3 LLP partners, and 25 leasing agents
- Assisted with managing 904K sq. ft. power center with \$12M annual EBITA, and contributed to due diligence

~ COMMUNITY ACTIVITY ~

Volunteer Budgetary Counselor, Navy Marine Corp Relief Society

Volunteer – Habitat for Humanity, Dallas, Orlando, and Central Florida

Volunteer, St. Theresa Catholic Church Food Kitchen

CBRE Team Leader – National Kidney Foundation – JDFR Golf Tournament, Raised \$10,000+/year

Kick Boxing Instructor – Morale & Welfare Dept., Naval Station Rota, Spain

Member, International Council of Shopping Centers (ICSC)

EDUCATION & CREDENTIALS

University of Maryland University College, Heidelberg, Germany

2004

Bachelor of Science in Business Administration, Finance Minor - 3.7 GPA

Florida Salesperson License #3202432

Texas Salesperson License #0551546