

# BELINDA L. ALANIZ

## SENIOR REAL ESTATE MANAGEMENT PROFESSIONAL

**Professional manager** with 11 years of diverse commercial real estate experience and broad multi-functional leadership. Results-oriented financial professional with \$10M+ in P&L responsibility. Ensured profitability and developed effective tenant relationships for the administration of 2.4M commercial retail sq. ft., 86K commercial office sq. ft., and 811K commercial industrial/ flex sq. ft. Strong operational, financial and managerial skills with the ability to increase revenues and EBITA while navigating assets through the severe market downturn. Skilled at leveraging the firm's core strengths and resources, while developing and guiding top-performing, multi-disciplined operating teams.

### **Key qualifications include:**

- Improving Asset Value and Maximizing Total Return
- Operating Statement and Variance Analysis
- Budgeting Projections & Re-Forecasting
- Lease Assignment Negotiation & Organization
- Cost Containment/Reduction & Profit Enhancement
- Rent Roll Preparation
- Bid Qualification, Review & Awarding
- Acquisition & Disposition Due Diligence
- Management Agreement Preparation & Review
- Capital & Tenant Improvement Oversight

### **Systems & Software**

- Microsoft Office
- Timberline
- Skyline
- JD Edwards
- Quickbooks
- Argus
- Yardi
- MRI
- Spectra
- Kardin
- Adobe Acrobat
- Call Center Workstation
- AUTOCAD
- Lotus Notes
- AS400

## PROFESSIONAL EXPERIENCE

### **Real Estate Manager - CB Todd Graham, Orlando, FL**

**2006-Present**

- Devise and administer operating budgets with aggregate EBITA of \$8M+ annually in along with five and ten year forecast projections
- Orchestrate special projects and tenant improvements with total cost of \$1.1M, delivering 3% under budget and within all deadlines
- Coordinate with Owner representatives in the planning and monitoring of \$45M in capital improvements towards the enhancement of 400K sq. ft. of retail center space
- Perform due diligence on 634K sq. ft. of retail shopping centers, including but not limited to estoppels, SNDA, and assistance to Asset Managers with pro-forma data, aiding attorneys in review of lease information
- Act as lead liaison between 3 portfolio owners, 230 tenants and 4 landlord leasing agents
- Proven ability to contain expenses and grow revenues through analytical thinking and financial management
- Streamline vendors from 30 to 5 by evaluating quality, cost, and performance, resulting in a 30% reduction of operating expenses

### **Property Manager – Jameson-Shard Company, Dallas, TX**

**2005-2006**

- Managed 910K+ sq. ft. of retail (13K sq. ft.), office (86K) and industrial/flex space (812K)
- Established and managed \$5M+ portfolio budget in addition to five year forecast projections
- Effectively reduced portfolio expenses by 60%+ by employing alternative solutions to rising utility and operating costs through a bidding process
- Highly skilled in mediation and negotiation as evidenced by renewals in excess of \$1M, and reduction of controllable expenses 3% year over year
- Performed disposition due diligence on 409K sq. ft. of industrial and office portfolio

**Property Manager/Research & Sales – Oakvalley Investments, Dallas, TX 2004-2005**

- Created and followed up on marketing plan to maximize value on disposition of assets
- Packaged, marketed and brokered disposition of Taco Bueno pad site on a 5% cap rate
- Improved occupancy by setting goals and procedures to assist leasing on answering calls immediately and replying within an hour of receiving.

**EARLY POSITIONS**

**NAVY FEDERAL CREDIT UNION, Rota, Spain 2003 - 2004**  
**Member Service Representative** – Budget & Loan advice to over 5,000 NFCU members

**NEW PLAN / BRADFORD MANAGEMENT CO., Dallas, Texas 2000 - 2002**  
**Assistant Property Manager** – Liaison to 350+ tenants, 3 LLP partners, and 25 leasing agents, aided in the management of 904K sq. ft. power center with \$12M annual EBITA, and assisted with due diligence

**EDUCATION & ACCOMPLISHMENTS**

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE, Heidelberg, Germany 2004**  
Bachelor of Science Degree in Business Administration / Minor – Finance G.P.A. 3.7

**Florida Salesperson License #3202432**  
**Texas Salesperson License #0551546**

**CB Richard Ellis Rising Star Award (2007) – Orlando Real Estate Manager of the Year**

**Activities**

- Volunteer Budgetary Counselor – Navy Marine Corp Relief Society
- Kick Boxing Instructor – Morale & Welfare Dept., Naval Station Rota, Spain
- Volunteer – Habitat for Humanity, Dallas, Orlando and Central Florida
- CBRE Team Leader – National Kidney Foundation – JDFR Golf Tournament, Raised \$10,000+/year
- Member – International Council of Shopping Centers (ICSC)
- Volunteer- St. Theresa Catholic Church food kitchen