

BELINDA L. ALANIZ

Performance-focused leader eager to offer broad scope of dynamic million-dollar real estate management experience toward maximizing your progressive company's bottom-line results in a valuable, growth-oriented role.

PROFILE OF QUALIFICATIONS

PROPERTY MANAGEMENT • PROFIT / LOSS RESPONSIBILITIES • FINANCIAL OPERATIONS • TENANT RELATIONS • RENT ROLLS
BUDGET PROJECTIONS / RE-FORECASTING • PROCESS IMPROVEMENT • COST REDUCTIONS • KEY CONTRACT NEGOTIATIONS
ASSET VALUE IMPROVEMENTS • VARIANCE ANALYSIS • BID QUALIFICATIONS / REVIEWS • ACQUISITIONS • DUE DILIGENCE

- Integral leader who offers proven experience in million-dollar real estate optimization, including developing and implementing forward-thinking processes to achieve continued profits while overseeing millions in property square footage.
- Out-of-the-box thinker who contributes use of sharp creativity and commercial awareness to conceptualize, develop, and deliver initiatives on time and within budget, including applying knowledge of current real estate trends to maximize revenue.
- Ambitious self-starter who achieved "CB Richard Ellis Rising Star Award" and "Orlando Real Estate Manager of the Year."

SELECT CAREER HIGHLIGHTS

- Spearheaded projects and improvements of **\$1.1 million** delivered **3% under budget** within deadlines for CB Thomas Gregory, and planned and monitored **\$45 million** in capital improvements to enhance **400,000-square-feet** of retail space.
- Built profitable operations as the lead liaison between **3 portfolio owners, 230 tenants, and 4 landlord leasing agents.**
- **Streamlined vendors from 30 to 5** by evaluating quality, cost, and performance to attain a **30% reduction** in expenses.
- Led Jackson-Shaw Company to **reduce portfolio expenses 60%+** by employing alternative solutions to all rising costs.
- Demonstrated mediation and negotiations skills by **attaining renewals of \$1+ million and reductions of expenses by 3%.**
- Improved Oakridge Investments' occupancy by setting goals and processes to assist teams in promptly responding to calls.

PROFESSIONAL SYNOPSIS

Real Estate Manager, CB TODD GRAHAM, ORLANDO, FL

2006 – PRESENT

- Utilize broad scope of industry knowledge and dynamic business acumen toward maintaining **\$7+ million** in profit / loss responsibility for property operations of **1.5-million-square-feet** within Orlando MSA for this global real estate company, including overseeing **10 properties**, as well as a top-performing team of **4 employees, 20+ contractors**, and consultants.
- Cost-effectively handle contract negotiations, property management, construction oversight, reporting, and project management while reporting to Director of Orlando, senior management, and clients on financial performance of assets, execution of business plans, and adherence to portfolio's strategic vision and direction critical toward achieving key goals.
- Develop operating budgets with aggregate EBITA of **\$8+ million annually**, as well as **5- and 10-year forecast** projections.

Property Manager, JAMESON-SHARD COMPANY, DALLAS, TX

2005 – 2006

- Strategically steered a results-focused team of **3 direct reports** while supporting developer clients with lease negotiations; supplying reporting, management, income, and expense forecasting on all owned assets; preparing sales and marketing packages for managed properties; and handling administrative tenant relations for **65 occupants** to boost business efficiency.
- Led targeted decision-making for property management of **910,000-square-feet** of retail, office, and industrial / flex space, along with effectively establishing and managing a **\$5-million portfolio budget**, as well as **5-year forecast** projections.

Property Manager / Research & Sales, OAKVALLEY INVESTMENTS, DALLAS, TX

2004 – 2005

- Maximized bottom-line performance by generating development and sales pro formas for proposed acquisitions and dispositions, including authoring and presenting comprehensive sales and leasing packages and executive summaries and demographic analysis for owners and capital partners, as well as exploring and cold-calling tenants for retail center vacancies.
- Conceptualized, developed, and followed up on marketing plans to optimize value on disposition of wide-ranging assets.

Additional Property Management and Member Service Representative Roles Prior to 2004 Provided Upon Request

EDUCATION, PROFESSIONAL LICENSURE & TECHNICAL SUMMARY

B.S., Business Administration (Finance Minor, 3.7 GPA)

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE

State of **Florida Salesperson License #3202432** • State of **Texas Salesperson License #0551546**

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